Tournament Planner Version 2021

Visual Reality

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Welcome to the Tournament Planner Help

Visual Reality

Introduction
Since 1992 Visual Reality is developing software for the sport industry. These products are based on the experience of many users, giving you plenty of optimized functionality. The Tournament Planner is used by many organizations around the world and assists you with the organization of your tournament.

In this manual you will be guided through all the windows of the Tournament Planner. Every window is shown and described in detail. The example tournament, that was used for making this manual, is called the Demo tournament and is present at every installation of the Tournament Planner.

Good luck with organizing your tournament!

Important Information
Check the www.tournamentsoftware.com website often! You can download updates and keep in touch with the latest developments.

If you are not familiar with Windows.
Being able to work with the Tournament Planner, some knowledge of the use of Microsoft Windows is required. When working with the Tournament Planner, you will order windows regularly, make choices from popup-menu's etc.

The Tournament Planner makes use of the Office standard. If you are experienced in working with products of Microsoft Office like Word, Excel or Outlook, you are able to work with the Tournament Planner right away. If you have no experience at all with Windows, then it is advised to ask a handy neighbor or friend to help you get to know the world called Windows.

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Installation

The installation of the Tournament Planner is very easy. You can run a new installation or you can update an existing installation. You can download the latest version via https://tournamentsoftware.com, browse to our Products (bottom of the page) and click on **Tournament Planner** and open the tab **Download**.

System Requirements

For the use of the Tournament Planner, you need a PC with at least Windows Vista. The Tournament Planner works with all Intel Pentium processors, but like all the other programs the faster the better.
The Tournament Planner is working fine using Vista, Windows 7, Windows 8 and Windows 10. An Internet connection is needed for downloading updates, publishing, and online entry on the www.tournamentsoftware.com website.

Required software:
Windows Vista/Windows 7/Windows 8/Windows 10

Minimum hardware:
- 1-gigahertz (GHz) processor
- 1 GB main memory
- 500 MB free hard disk space

New installation

For a new installation you need the Tournament Planner installation file and a license file. The license file is e-mailed to you separately and the installation file can be downloaded from Tournamentsoftware.com.

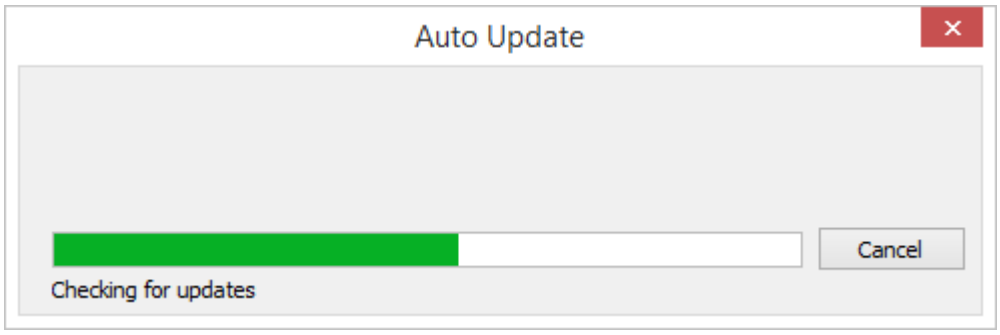
If you double click the installation file, the installation will be started. Follow the instructions on the screen to install the Tournament Planner. It is recommended to install the Tournament Planner in the standard folder. You might have to restart the system after the new installation.

Updating an existing installation using Auto-Update

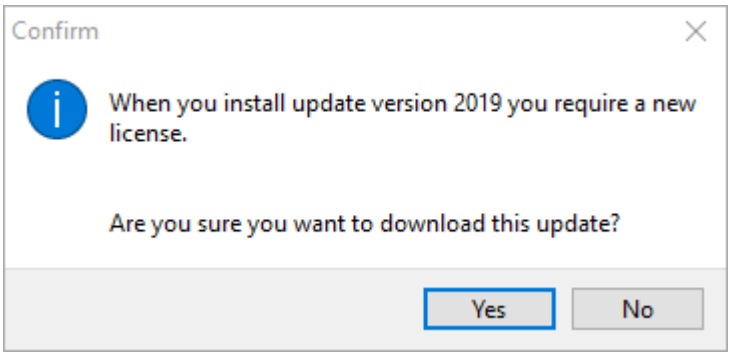
The auto-update function allows you to check for updates of the Tournament Planner. If any updates are available they can be automatically downloaded and installed. Select 'Check for updates' in the tournament overview or choose **Help -> Check for updates** in the main menu.

Attention: You must have an internet connection to use the auto-update feature.

The Tournament Planner will now contact the website to check for any available updates.

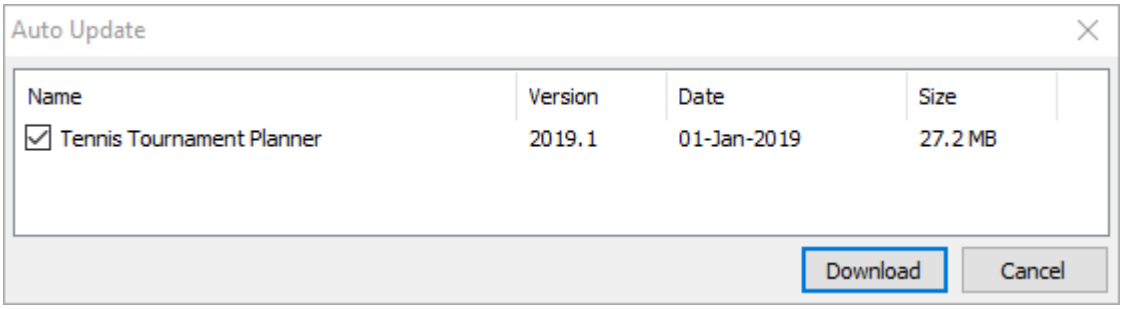


When an update is available you be warned that you will need the new license to use the complete program:

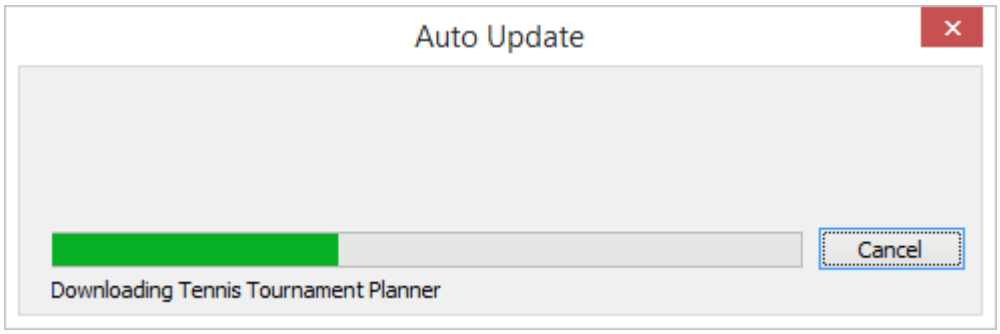


When you continue the old version will no longer be installed.

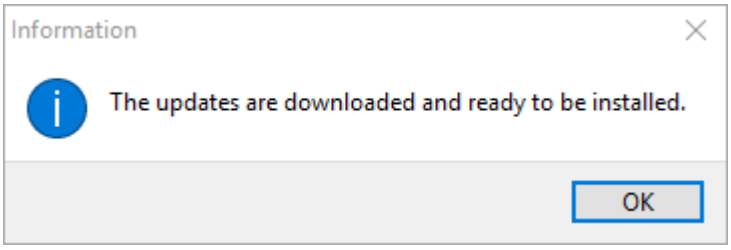
When updates are available they will be presented in a list showing you the version number and the size of the update. If you want to get the update, check the box in front of the version and click **[Download]**.



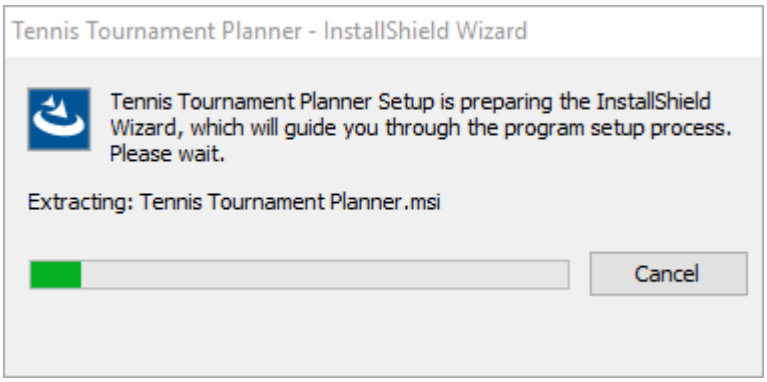
The Tournament Planner will now download the update. Depending on the speed of your internet connection this may take some time.



When the update is finished downloading the installation can be started.



Follow the instruction on your screen in order to complete the update. Your existing tournaments will be automatically converted to the new version when opened.



Attention: You cannot open the updated tournaments in older versions of the Tournament Planner. Please make sure all the workstations are updated.

Updating an existing installation manually

If you already have an older version of the Tournament Planner installed, you can update the Tournament Planner to the new version. You can update your installation by installing the full version of the Tournament Planner found on the internet (www.tournamentsoftware.com).

Attention: You can only run an update if you already have a license from the same calendar year!

If you double click the installation file, the installation will be started. Follow the instructions on the screen to install the Tournament Planner. It is recommended to install the Tournament Planner in the standard folder. You have to restart the system after the new installation.

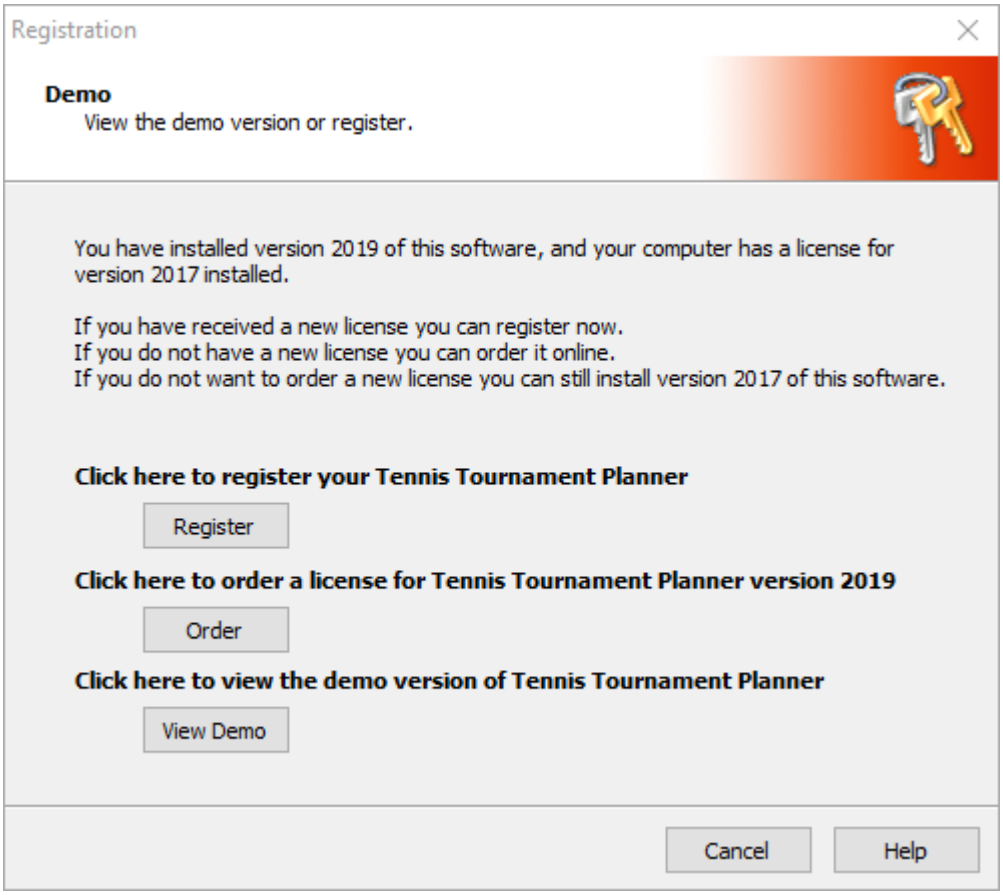
Attention: You cannot use an older version of the Tournament Planner for reading the tournaments made by a later version!

Windows Updates

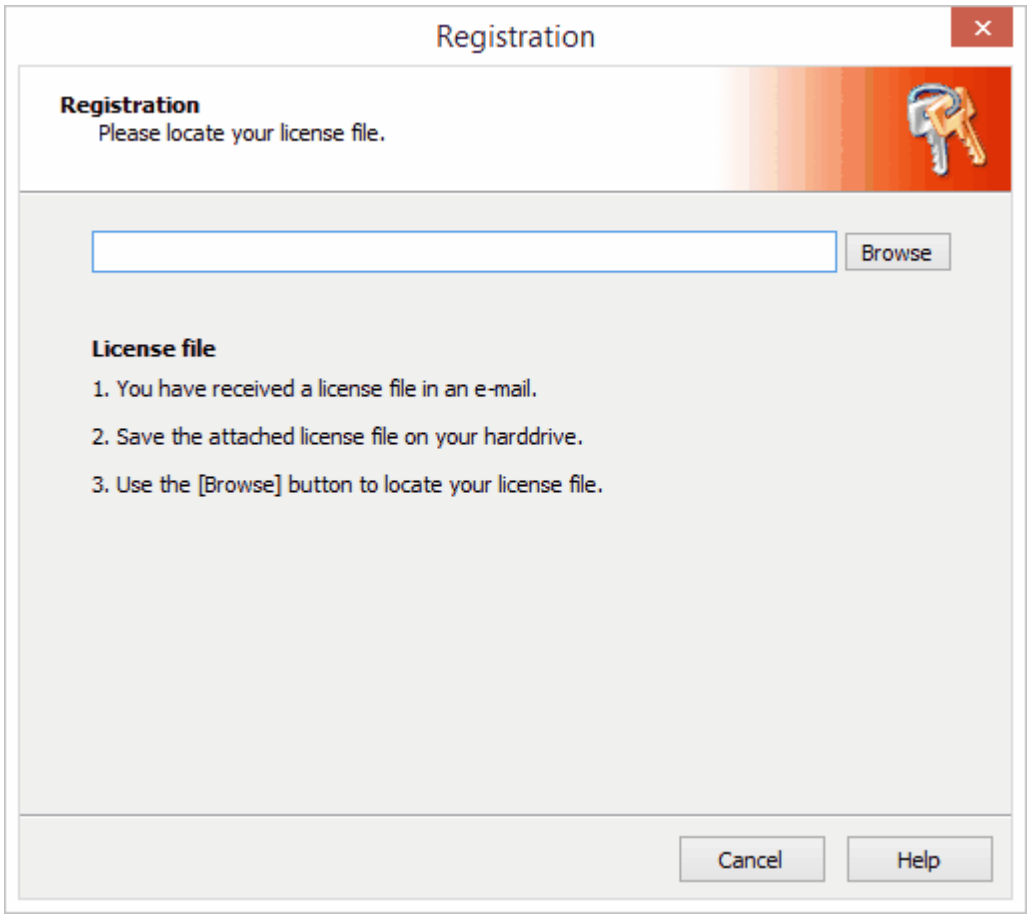
Tournament Planner uses the latest technology. Some older versions of Windows do not have these technologies. You can update your Windows by installing the appropriate updates.

Register

If you get a message, while starting the Tournament Planner, explaining that it is a demo-version, it means that the Tournament Planner is not registered yet.



If you click on register, the Tournament Planner will ask you to select a license file. This file is sent to you by e-mail and has the name of your organization (for example LTC Demo-2019.license).


Registration
Registration
Please locate your license file.
Browse
License file
1. You have received a license file in an e-mail.
2. Save the attached license file on your harddrive.
3. Use the [Browse] button to locate your license file.
Cancel
Help

Getting started with the Tournament Planner

The Tournament Planner is very easy to use. The interface is easy and feels right, even to the inexperienced Windows user. Important functions are accessible from the outlook bar (left) and the shortcut keys are always visible in the status bar.
Just in case you need help, you can find the help function under the F1 key as is the case in other Windows programs.

You can start the Tournament Planner from the Start Menu or via the shortcut on the desktop. **Start -> Programs -> Visual Reality -> {Sport} Tournament Planner.**

Creating a new tournament

Select **Tournament -> New** from the main menu. Give the new tournament a file name. After the tournament file is saved the Tournament Properties are shown. All tournaments are created in the **Default Tournament Folder**, so you can easily find them. You can set the **Default Tournament Folder** via the menu **Extra** -> **Options** on the *"General tab"*.
Now you can enter a tournament name, which will be printed on all documents and used on the Internet. Tournaments can be on the Internet for more than one year, it is wise to add a year extension to your tournament name like 'Club Championships 2019'.

Opening a tournament

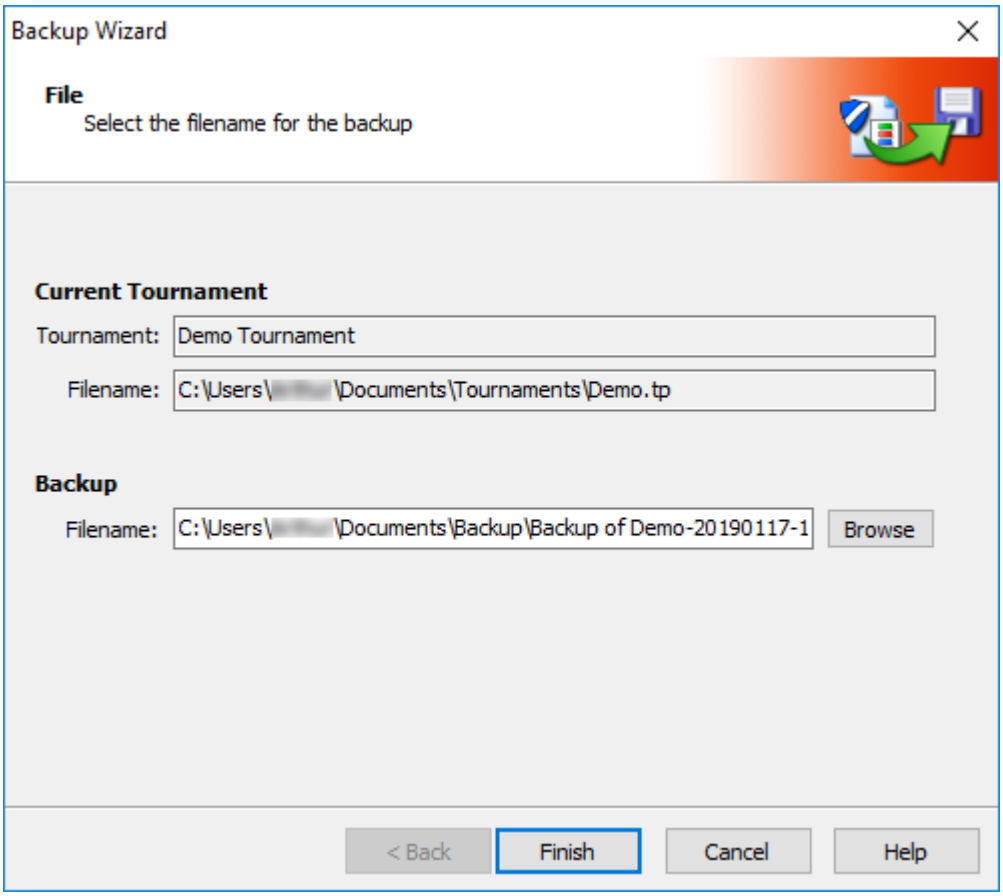
Select **Tournament -> Open** from the main menu. You can now select a tournament file; all tournament files have the ***.TP*** extension. The ***Demo.TP*** file is an example tournament. Select a tournament and click **[Open]**.

Tip: Before you start working with the demo tournament, it is recommended to make a backup of this tournament. In this case you can always go back to the old situation.

Making a backup of a tournament

A backup is a compressed tournament file. Storing or emailing backups is more efficient than using uncompressed tournament files.

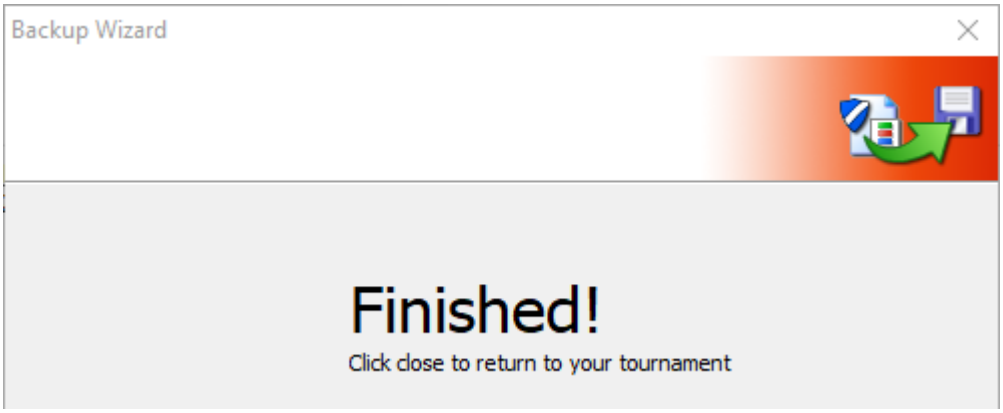
Select **Tournament -> Backup** from the main menu. This will start the Backup Wizard. On the first page you will see information of the **Tournament** you are creating a backup of.



You can select the file name of your backup. To do this click **[Browse]**. Click **[Finish]** to create your backup. When you need a copy of your tournament on another computer you can simply use the Restore Wizard, via the menu **Tournament** -> **Restore**, to achieve this.

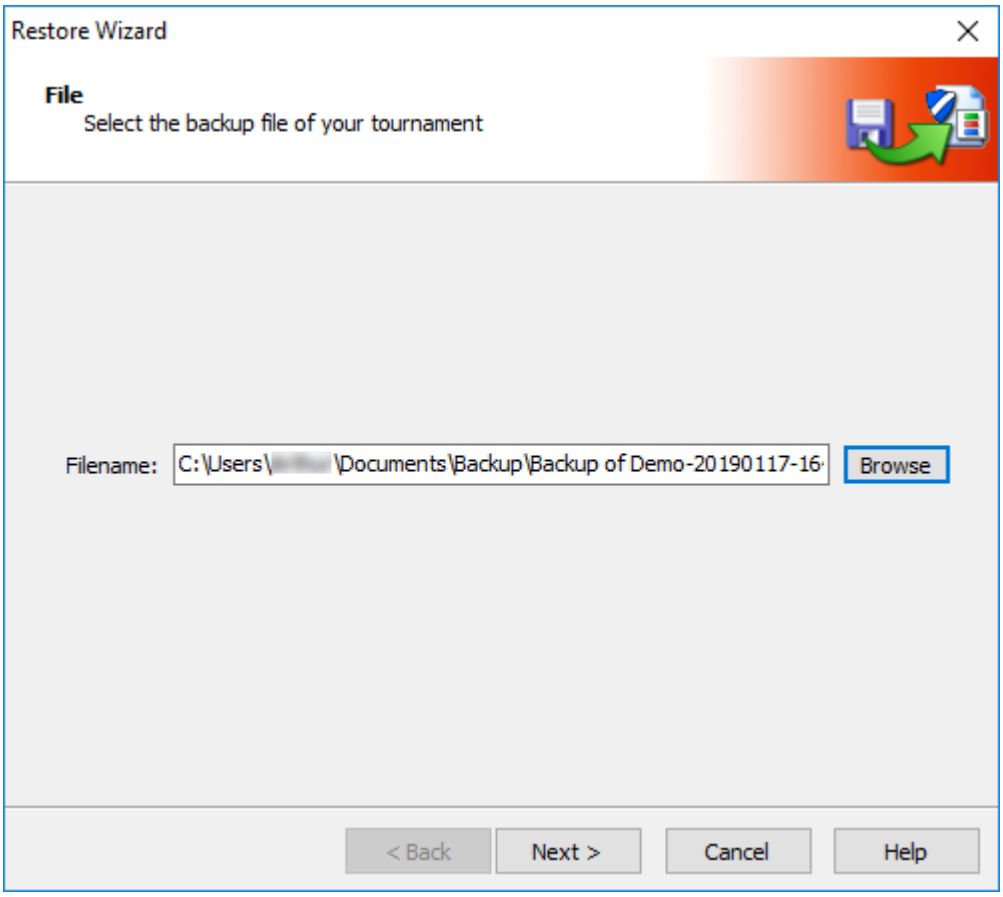
Tip: Give the backup a clear name, so you can find it easily (by default: Backup of Demo Tournament {date and time}.TPBackup)

If the backup is finished successfully the following window:

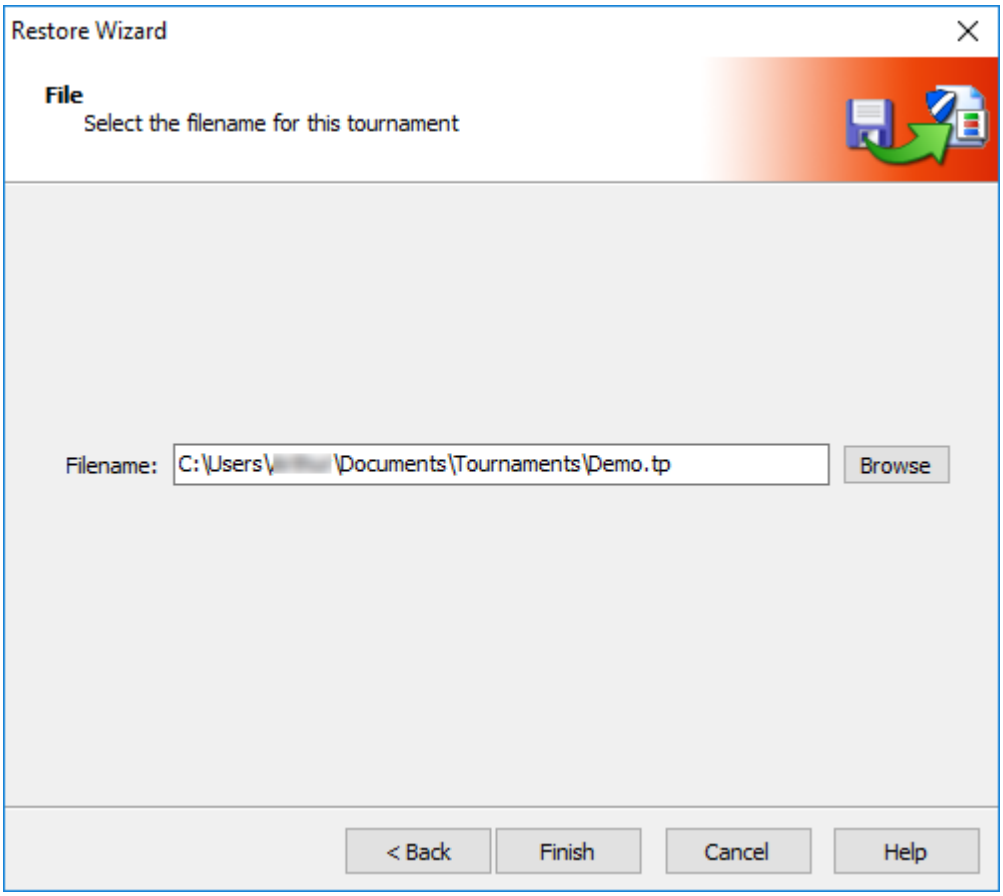


Restoring a tournament backup

Select **Tournament -> Restore** from the main menu. This will start the **Restore Wizard**.

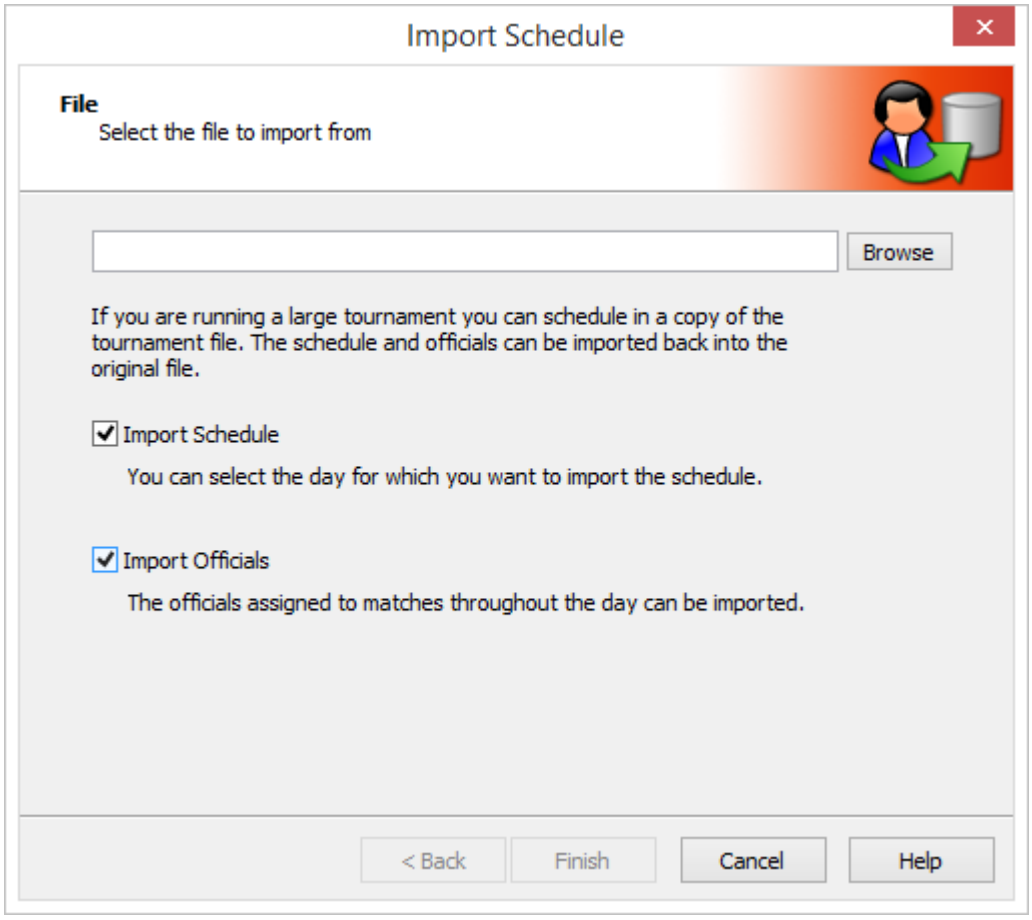


On the first page you can select the backup file using the [Browse] button. Click **[Next]** to continue.



On the second screen you can select the location and filename of your tournament. You can enter a new filename or overwrite an existing tournament. Click **[Finish** to restore the tournament from your backup file. If a tournament exists with the same file name you will be asked if you want to ***replace*** the file.

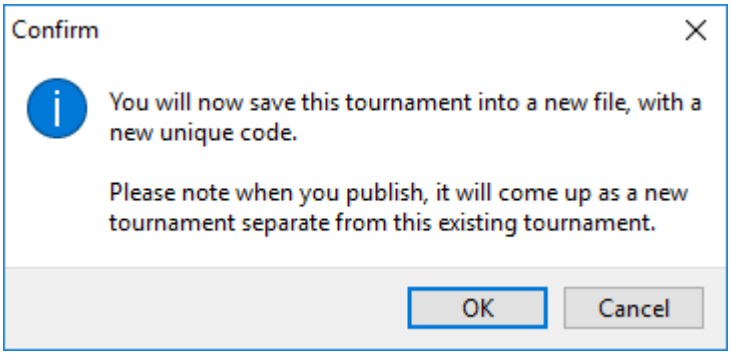
Import Schedule



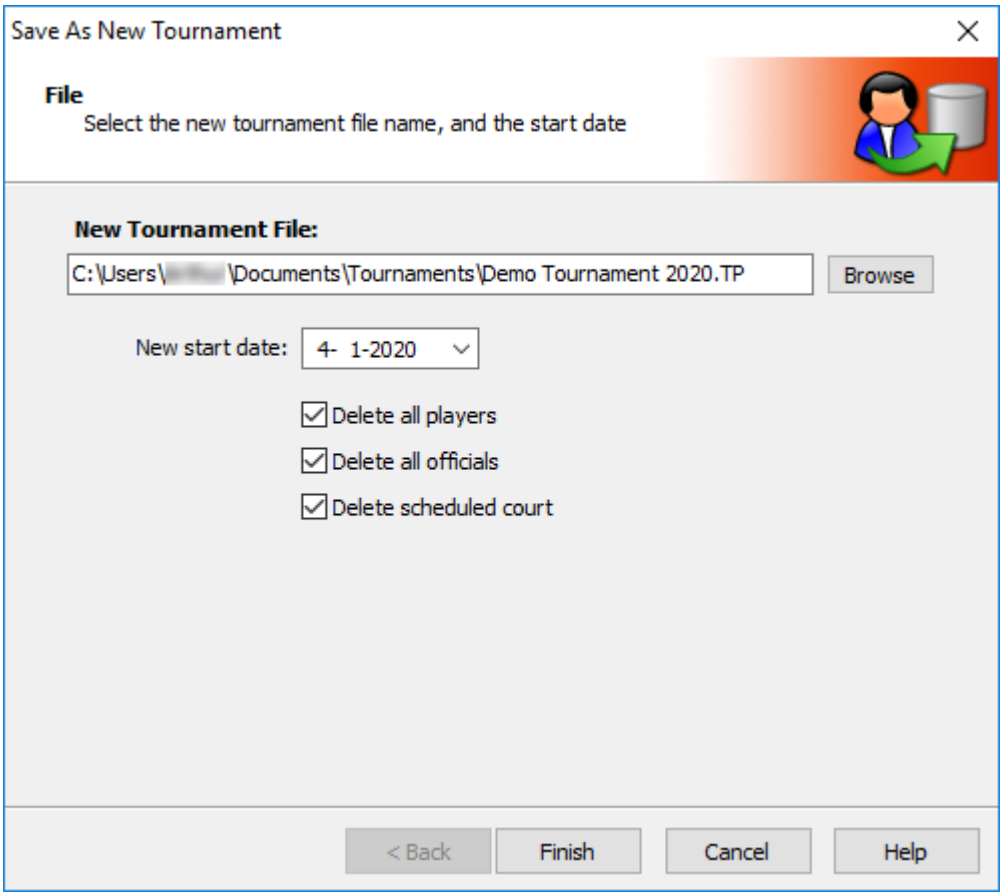
If you are running a large tournament you can prepare the schedule in a copy of the tournament file. To do this you have to create a backup of the tournament and restore this backup on a second laptop. In the backup tournament you can prepare the new schedule. When you are done you can import the new schedule in the original tournament file via the menu **Tournament -> Import Schedule**. Click on ... and select the tournament file you want to import.
It is also possible to import the officials assigned to matches. This can be done throughout the day.

Save As New Tournament

When you have a large tournament you can choose to use the tournament from last year.
Via the menu **Tournament** -> **Save As New Tournament** you will create a new tournament with the information from last year.



You need to enter the new (file) name of the tournament and pick the new start date.



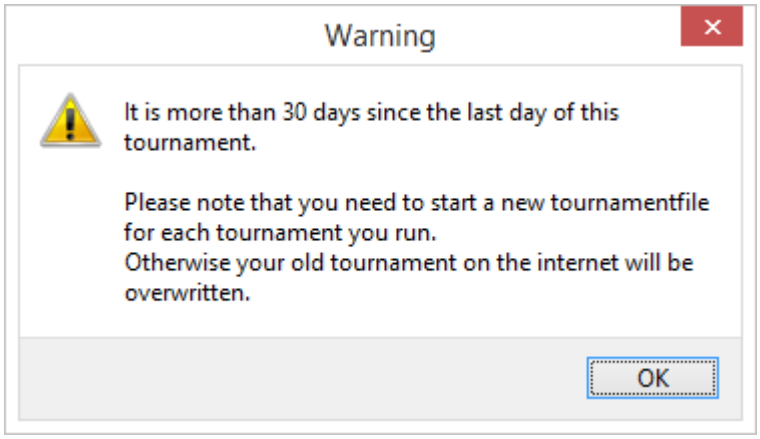
This new tournament will be published on the internet as a **new tournament** and doesn't overwrite the old tournament.

You can choose if you want to add the players, officials and scheduled courts. By default these are not copied to the new tournament.

Tournament properties

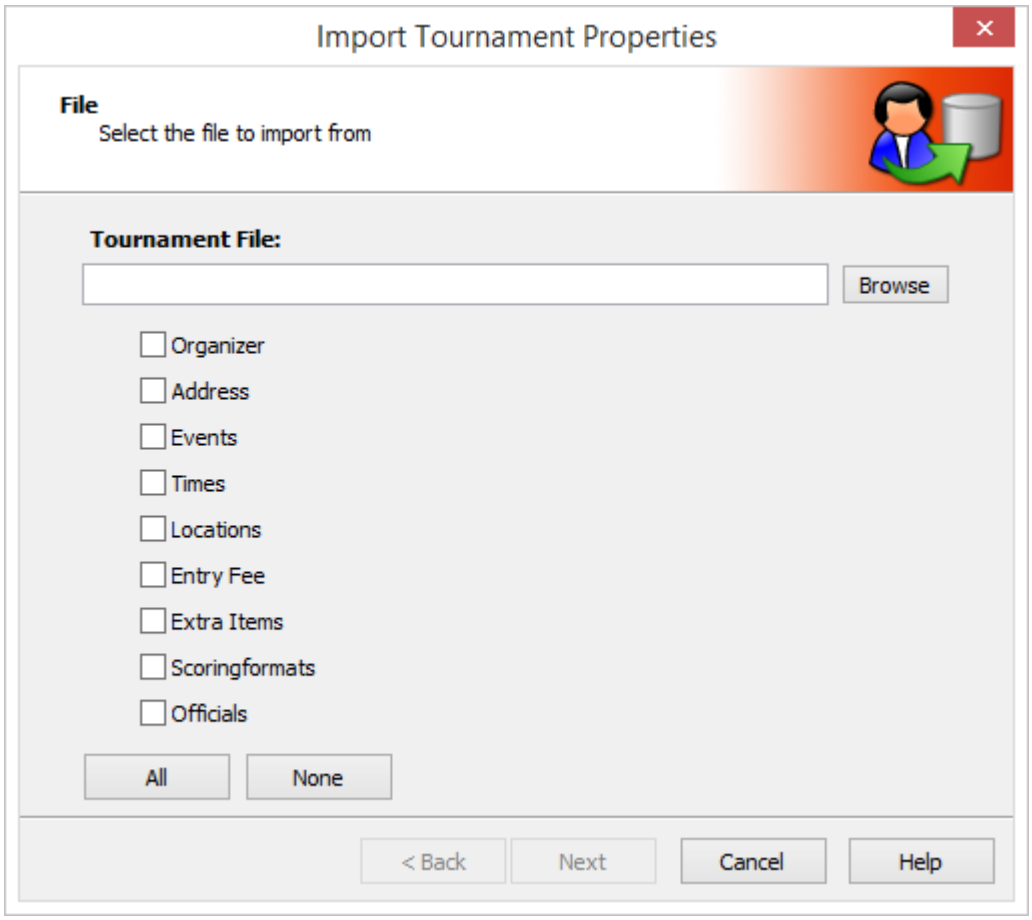
Select **Tournament -> Properties** from the main menu.

Attention: If you open the tournament properties of a more then 30 day old tournament the tournament planner will give you the following warning:



For each tournament you organize you need to start a new tournament file. Do not change an old tournament into a new tournament. If you use a tournament file of an old tournament this tournament cannot be published and online entries are not possible.

Import Tournament Properties

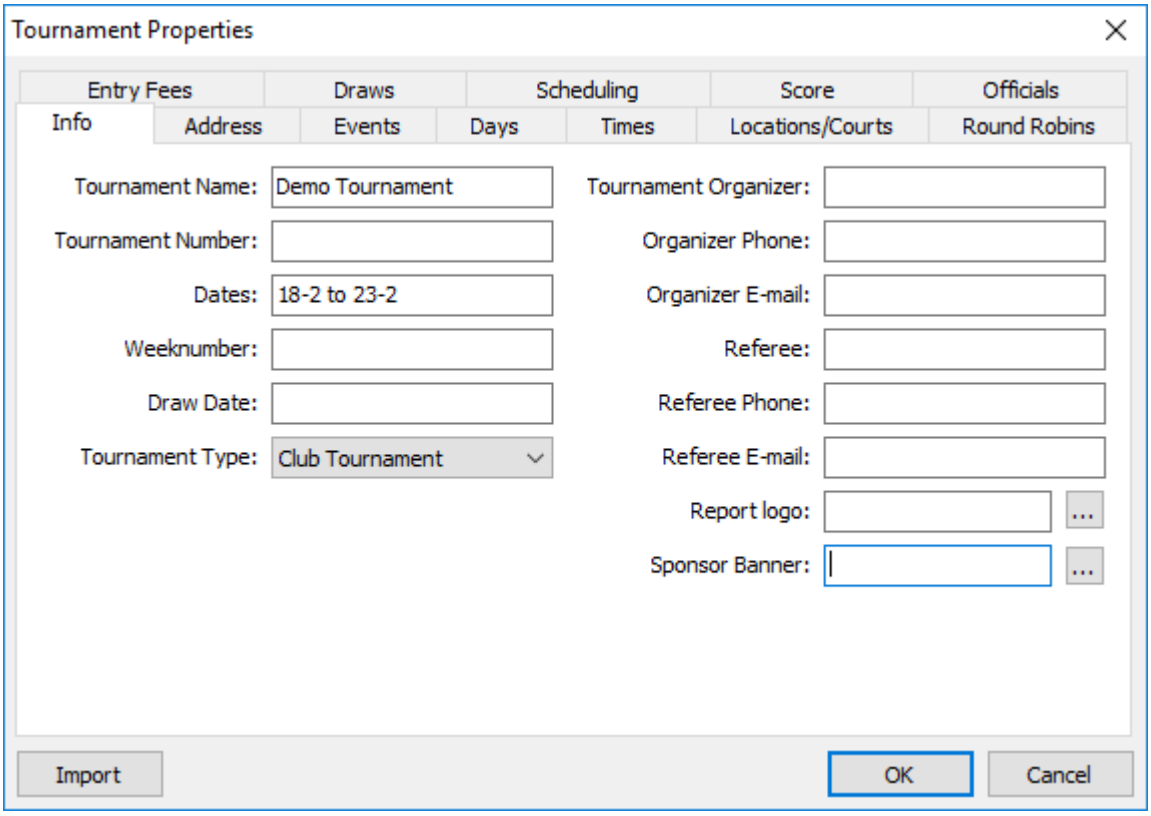


Via **Import Tournament Properties** you are able to import the settings of an older Tournament. You can select one ore more of the following options:

- **Organizer**
  The Tournament organizer fields will be imported.
- **Address**
  The entire address tab will be imported.
- **Events**
  You can check one or more events you want to import.
- **Times**
  The times will be imported only when the *amount of days* are the same as in the older Tournament.
  Attention: You cannot import any times when you did not create any dates yet.
- **Locations**
  You can check the locations you want to import.
- **Entry Fee**
  The calculation, type and currency will be imported.
- **Extra Items**
  You can check the Extra Items one by one so you will keep an overview.
- **Scoringformats**
  You can import the scoring formats when you use your own scoring format.
- **Officials**
  You can check one or more officials to be imported.

Click on **Next** to follow the rest of the instructions on screen to finish the import.

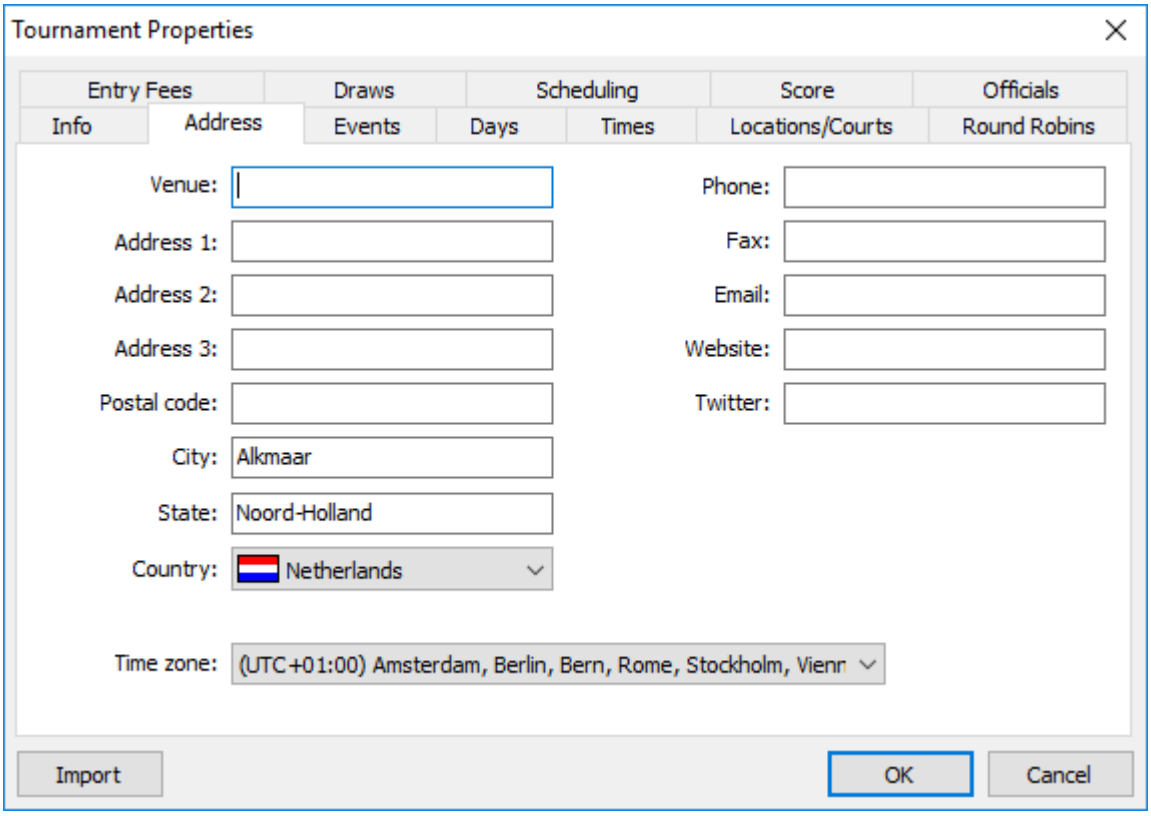
Info tab



Here you can enter the information about the tournament.

- **Tournament Name**
  You can change the name of the tournament. Watch out: this name will be used on all printed documents and will also be used when you publish your tournament on the Internet. Because tournaments can be on the Internet for more than one year it is wise to add a year extension to your tournament name like 'Championships 2019'.
- **Tournament Number**
  You can enter the national tournament number, if your tournament has one.
- **Dates, Week number** and **Draw Date**
  This data is used on printed documents.
- **Tournament Organizer, Organizer Phone, Organizer E-mail:**
  This data is displayed on the Internet under **Contact** if you publish your tournament, you can select (when sending email) the **Organizer E-mail** to be the sender of the email you send from this tournament.
- **Referee, Referee phone and Referee e-mail:**
  You can enter the name of the referee, the phone number and e-mail address.
- **Report Logo and Sponsor Banner**
  You can select a picture which will be showed on *printed* draws and various other reports. You can show your club logo or the logo / banner of your sponsor.

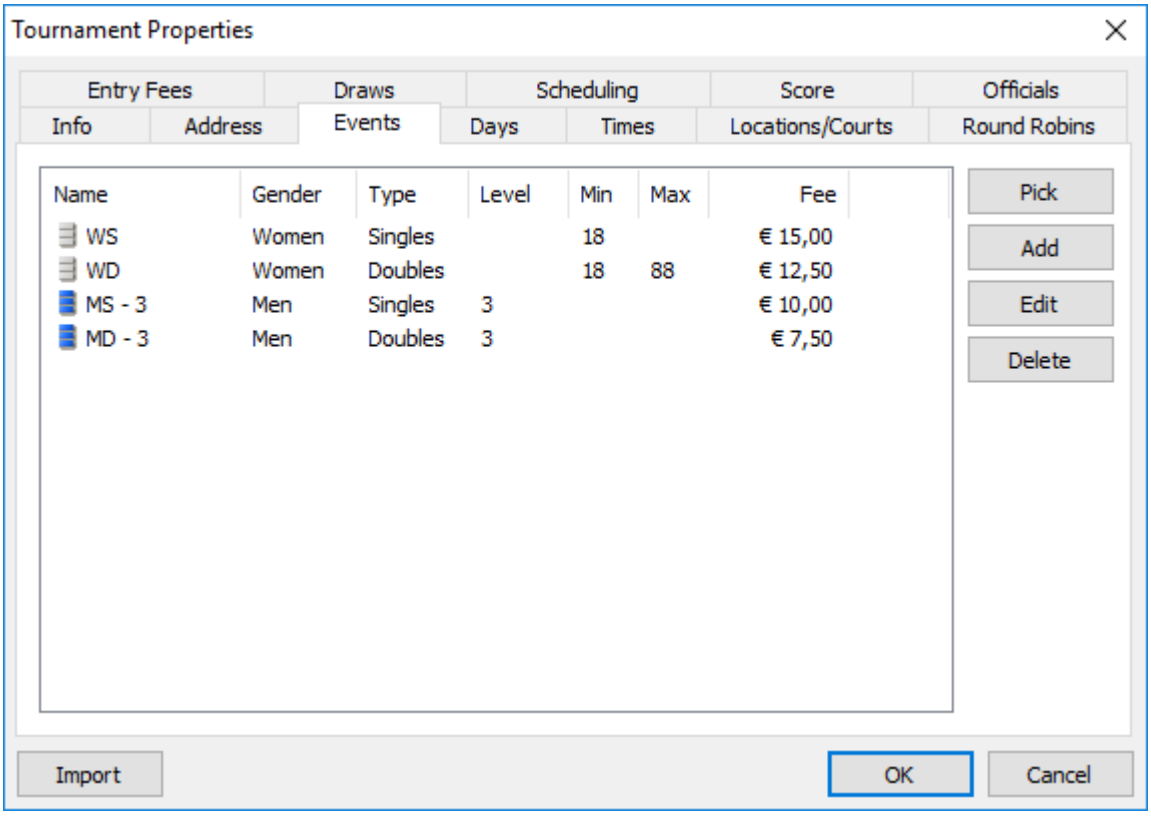
Address tab



Here you can enter information about the location of the tournament.

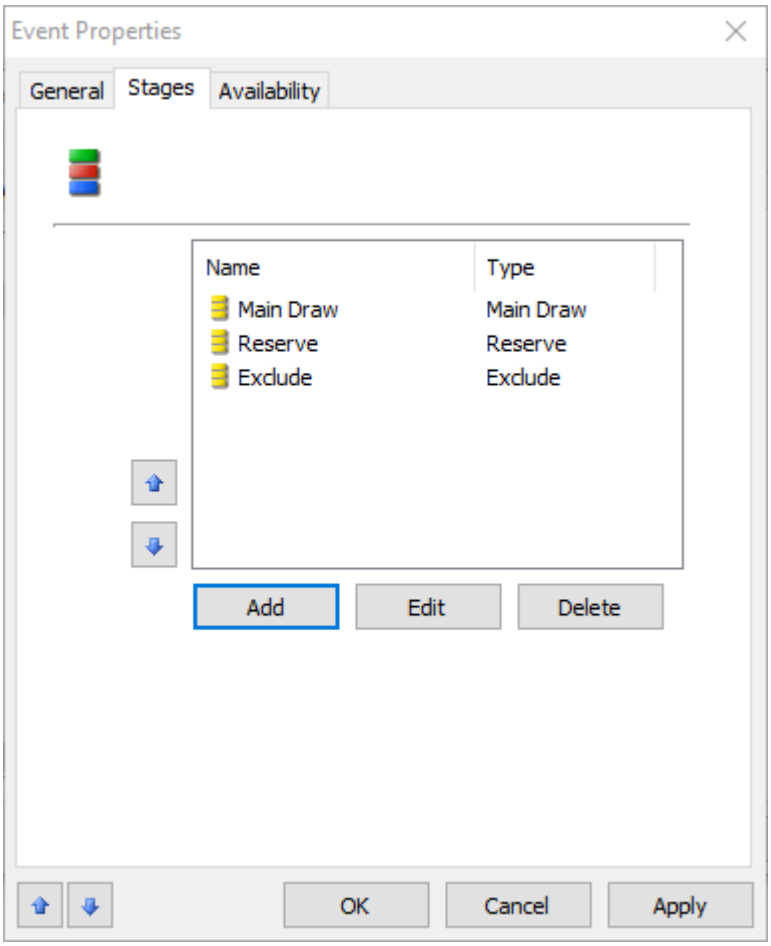
- **Venue**
  The name of the location where the tournament will be held.
- **Address, Postal code, City, State and Country**
  If you fill in the address of the venue, the address and a link to Google maps is placed on the tournament page.
- **Time zone**
  Set the time zone of the tournament's location, **this is mandatory**.
- **Phone, Fax, Email and Website**
  You can enter the contact information and the website.
- **Twitter**
  Enter a username or hash-tag to show the twitter feed on your tournament page.

Events tab



You can **[Add]**, **[Edit]** or **[Delete]** the events of the tournament. Deleting events is only possible if there are no entries or draw sheets for the event.

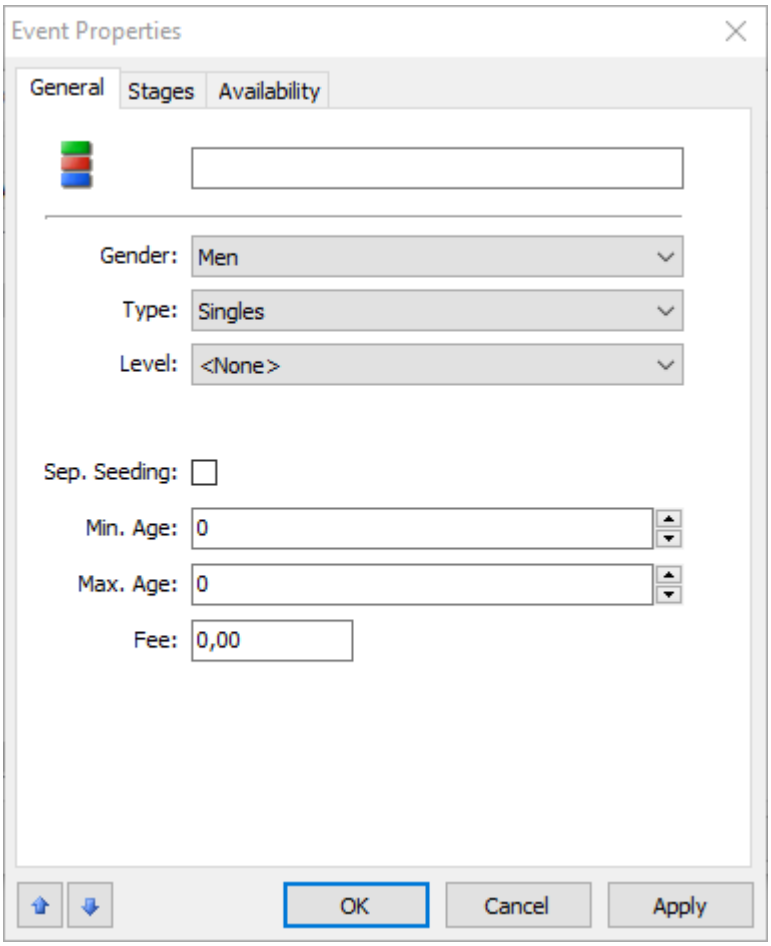
Click **[Pick]** to select the new events for your tournament from a pick list (see below).



Check the events for your tournament. You can enter a Fee for the events, if any. Click **[OK]** to add the selected events to the tournament.

To import events from a previous tournament use the **[Import]** button.

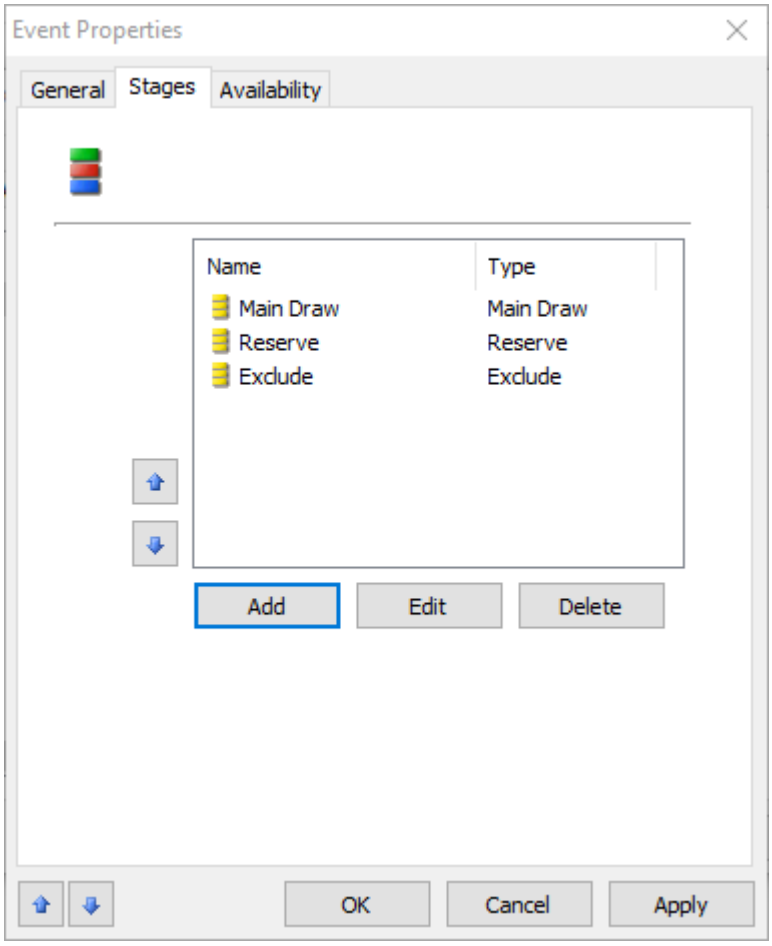
Click **[Add]** to manually add an event to your tournament. If you click on **[Add]** or **[Edit]** the Event Properties are shown:



For every event you can enter a name (at the top) and change the set up:

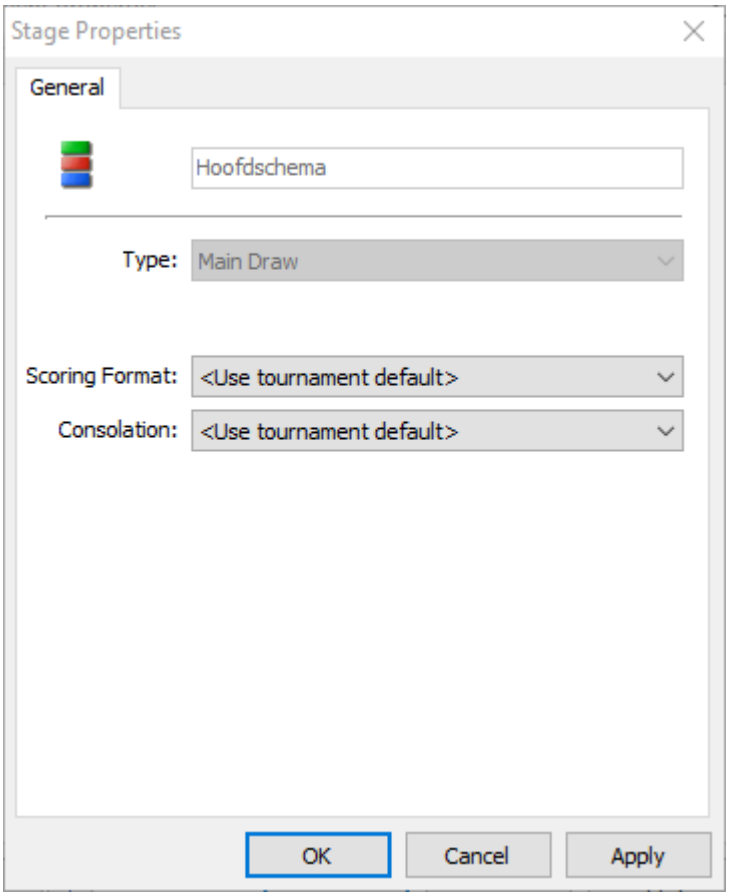
- **Gender**
  You can select: Men, Women, Mixed, Boys, Girls and Any Gender.
- **Type**
  You can select: Single or Doubles.
- **Level**
  You can fill in the level of the event.
- **Sep. Seeding**
  If you want to have separate seeding's in your main draw and qualification draws check this box. When entering seeding's on the **Event Properties** you can have different seeding's for your qualification and main draw.
- **Min. Age**
  The minimum age that is required for participating in this event.
- **Max. Age**
  The maximum age that is required for participating in this event.
- **Fee**
  The required fee for this event. This amount is used only when you have selected the option **'Sum Of Event Fees'** in the **Tournament Properties**.
- **Stages**
  Each Event can consist of stages, for example a main draw, a playoff, a group stage, etc.

When you select **Stages**, the following screen is displayed:



You can add, edit and delete **Stages**. (Main Draw, Reserve and Exclude are standard stages and cannot be deleted.)

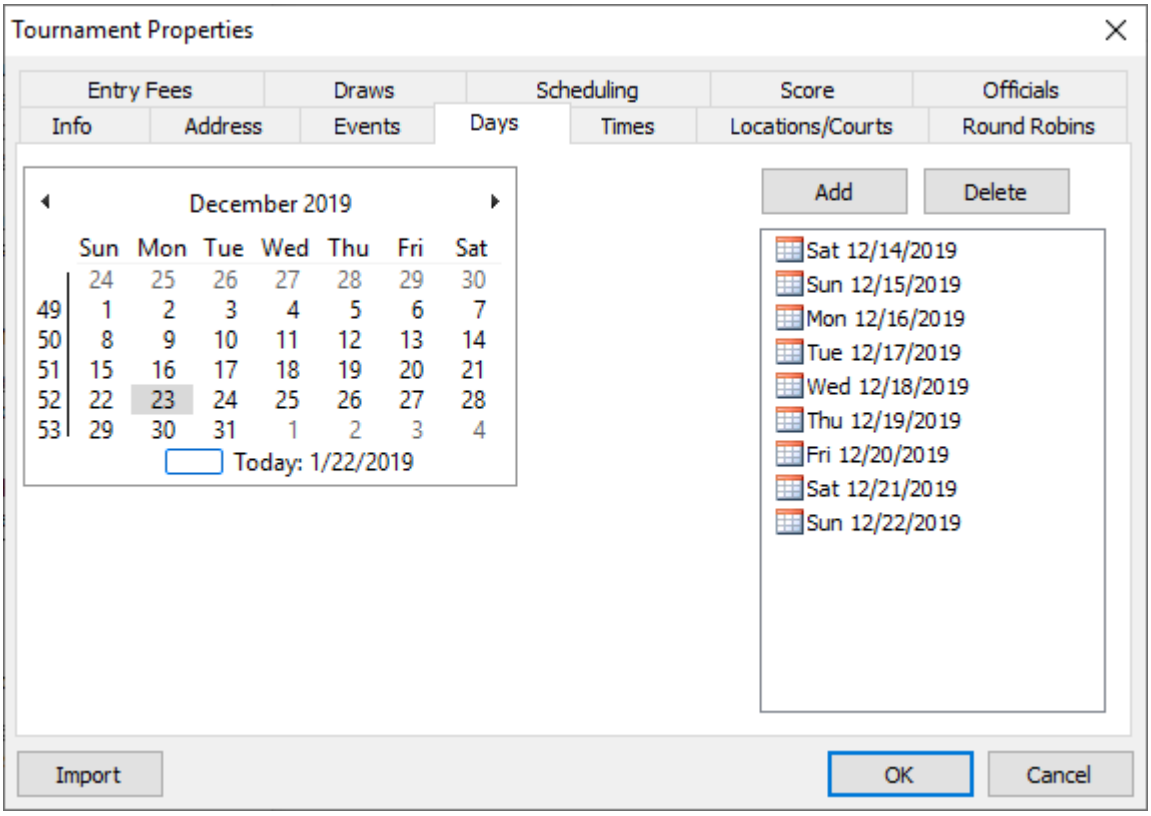
When adding or editing a stage you can choose the scoring format. If the tournament default scoring format is not adequate you can create a new one with appropriate settings on the **Score** tab.



During the tournament you will see the icon in front of the event name have different colors. These colors give you an instant indication of the current status of the event.

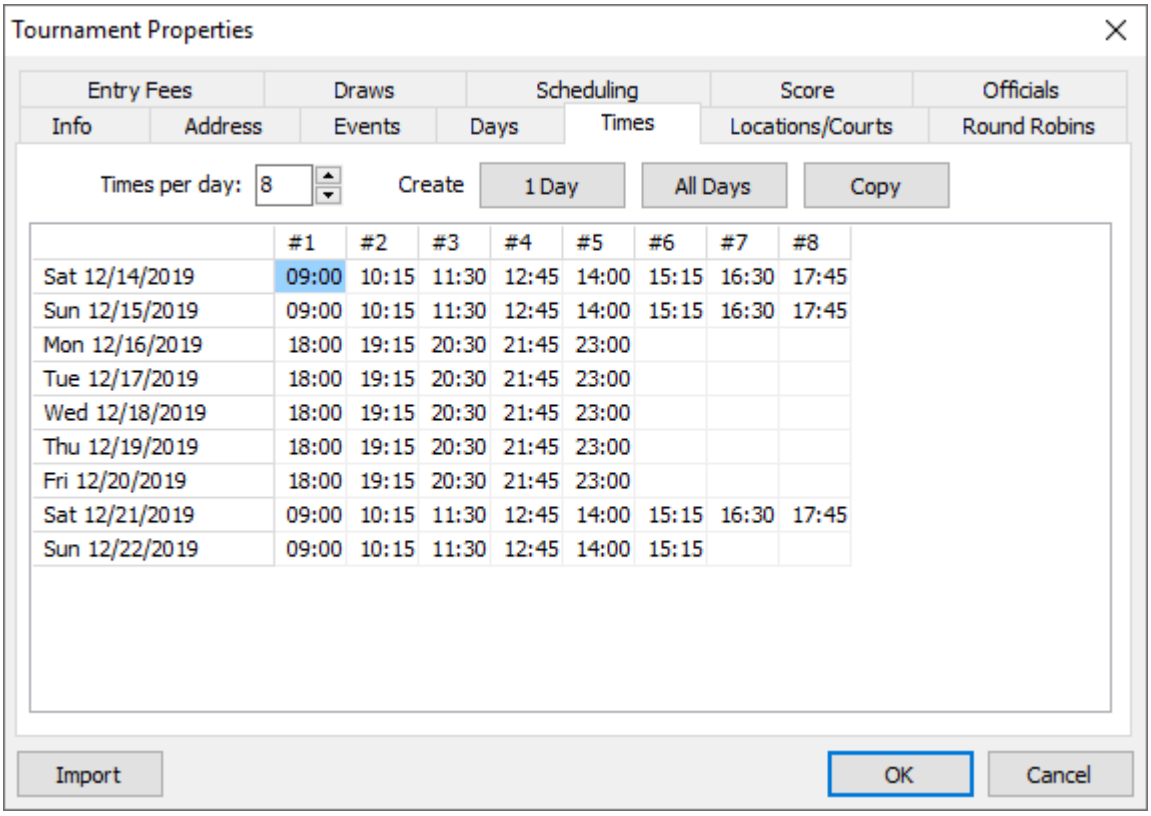
- **Gray**
  This event has no entries.
- **Red**
  This event has entries but no draws.
- **Orange**
  This event has at least 1 draw, but no players are in there.
- **Yellow**
  This event has at least 1 draw but no matches have been scheduled.
- **Blue**
  Some matches have been scheduled.
- **Green**
  All matches have been scheduled.
- **Black**
  This event is finished, all results have been entered.

Days tab



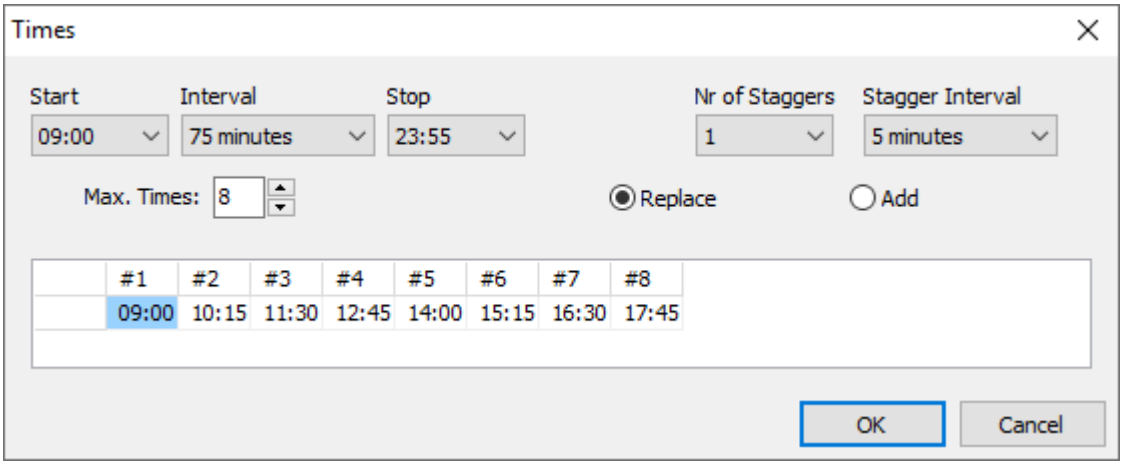
You can **[Add]** and **[Delete]** Days from the tournament. Days can only be deleted if there are no matches planned for that day.

Times tab



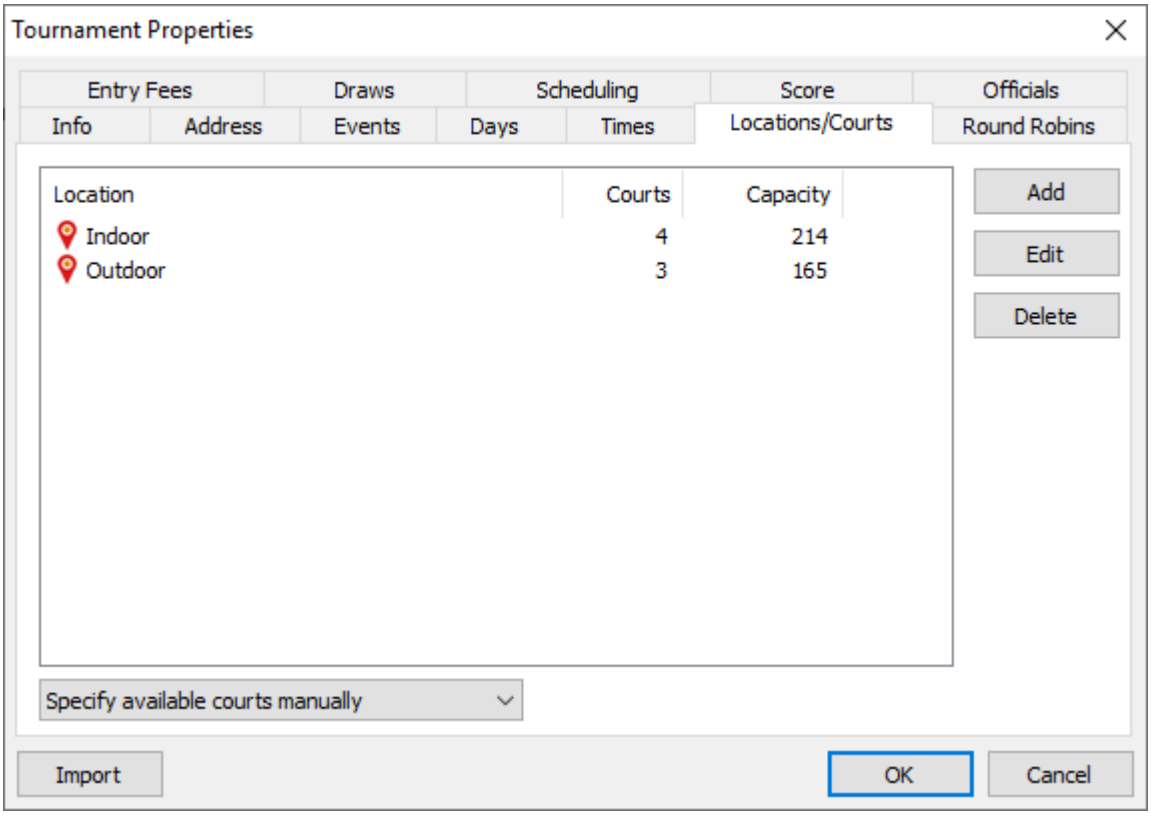
You can now set up the time slots. Firstly select the number of **Times per day**. Secondly fill in the times manually or create them automatically by clicking one of the following buttons:

Click on the button **[1 Day]** to create the times for the selected day.
Click on the button **[All Days]** to create the times for all days.
Click on the button **[Copy]** to copy the times of the day selected to a selection of days.

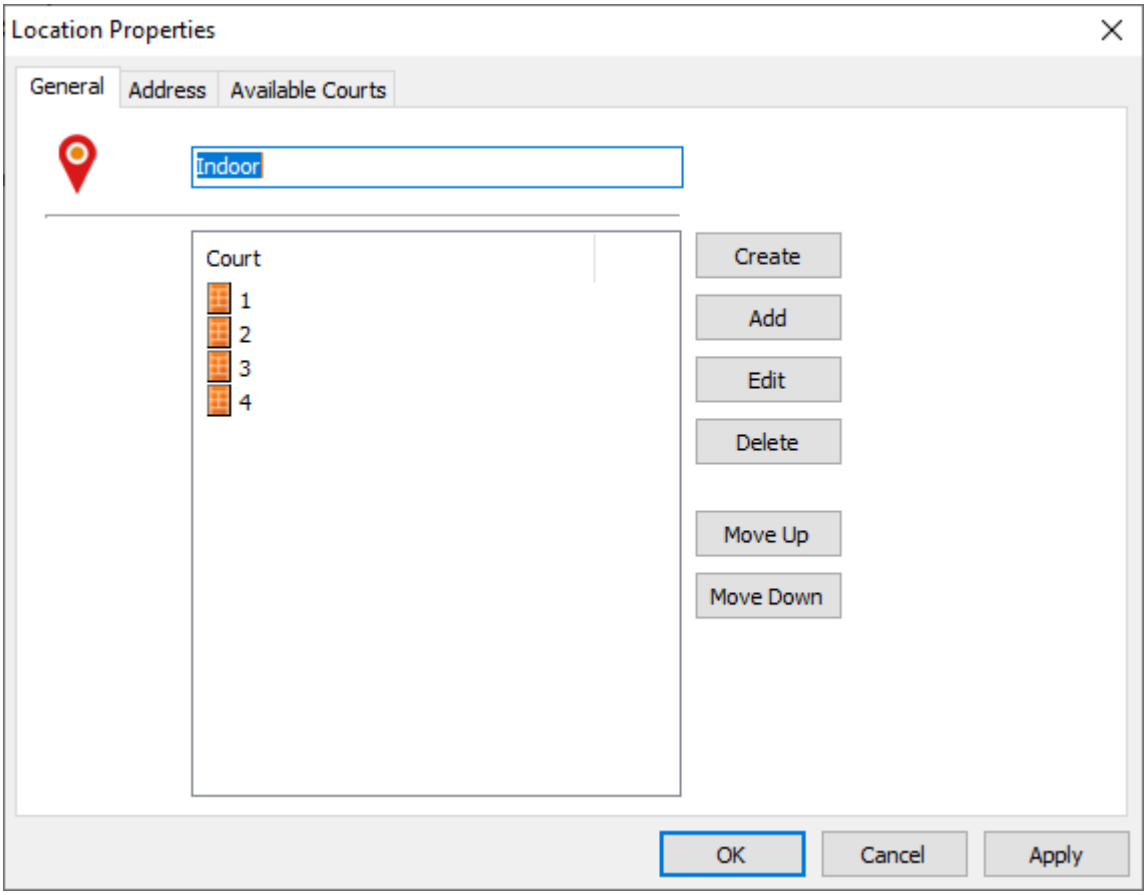


Select a start time and an interval and press **[OK]**.

Locations/Courts tab

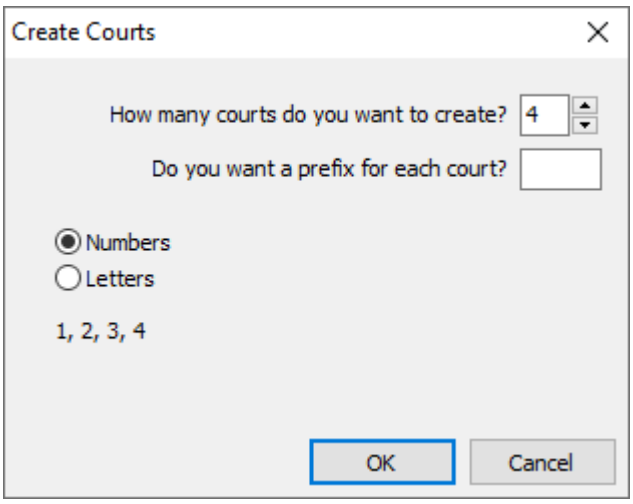


On the **Location/Courts** tab you can define all the locations available. With the **[Add]** or **[Edit]** button the location properties will open. On the **General** tab you can give the location a name and add the available courts.

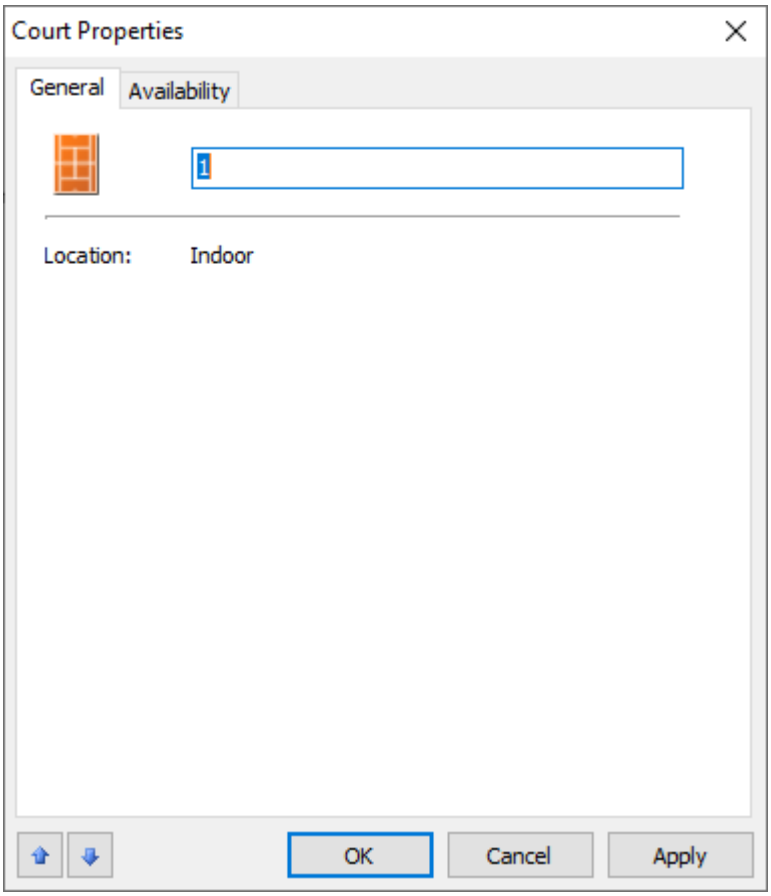


With the **[Move Up]** and **[Move Down]** buttons you can change the order of the courts.

Create Courts
You can click **[Create]** to define all the courts available. Select how many courts you want to create and if you want to give the court names a prefix.

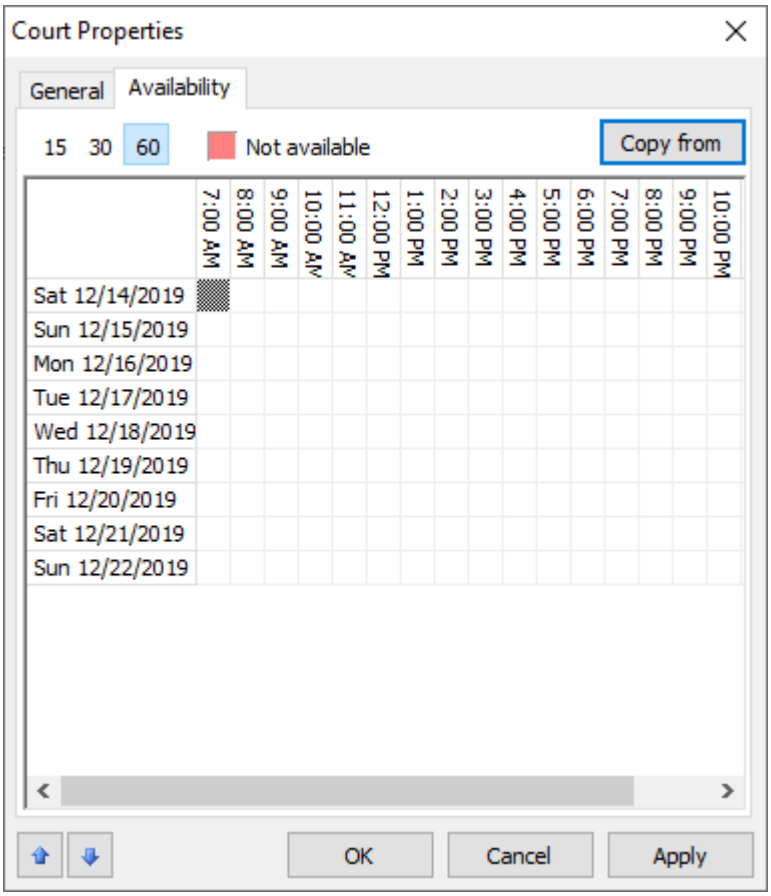


With the **Add** or **Edit** button the court properties will open. On the **General** tab you can give (or change) the court a name.



On the **Availability** tab you can fill in when the court is available. This will only have effect when **calculate from availability per court** is set on the **Location/Courts** tab.

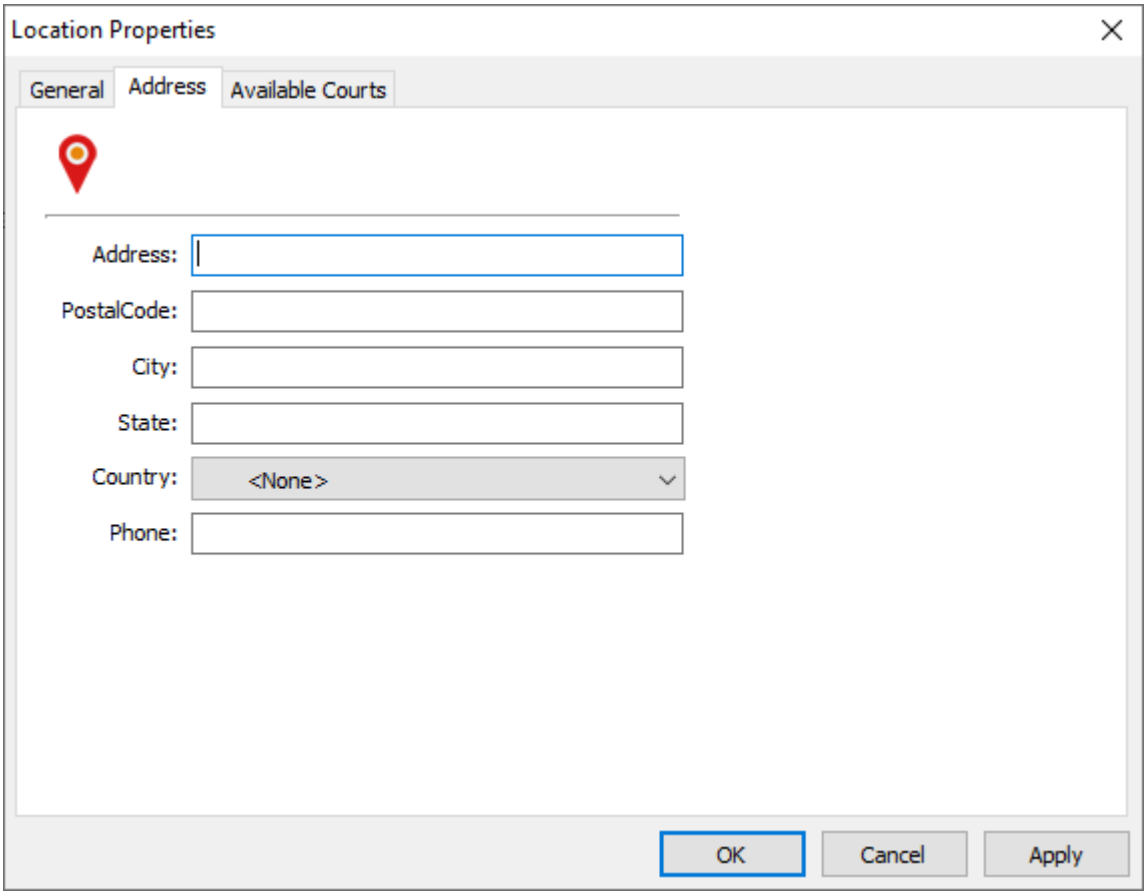
In the matrix you can fill in the availability of the court. Click with the mouse on the matrix to activate it. Now, you can move the cursor with the cursor keys. The availability can be blocked by using the **[Space bar]** (the red blocks) and you can make the court available with the **[Delete]** button. With the **[Copy from]** button you can copy the availability from other courts.



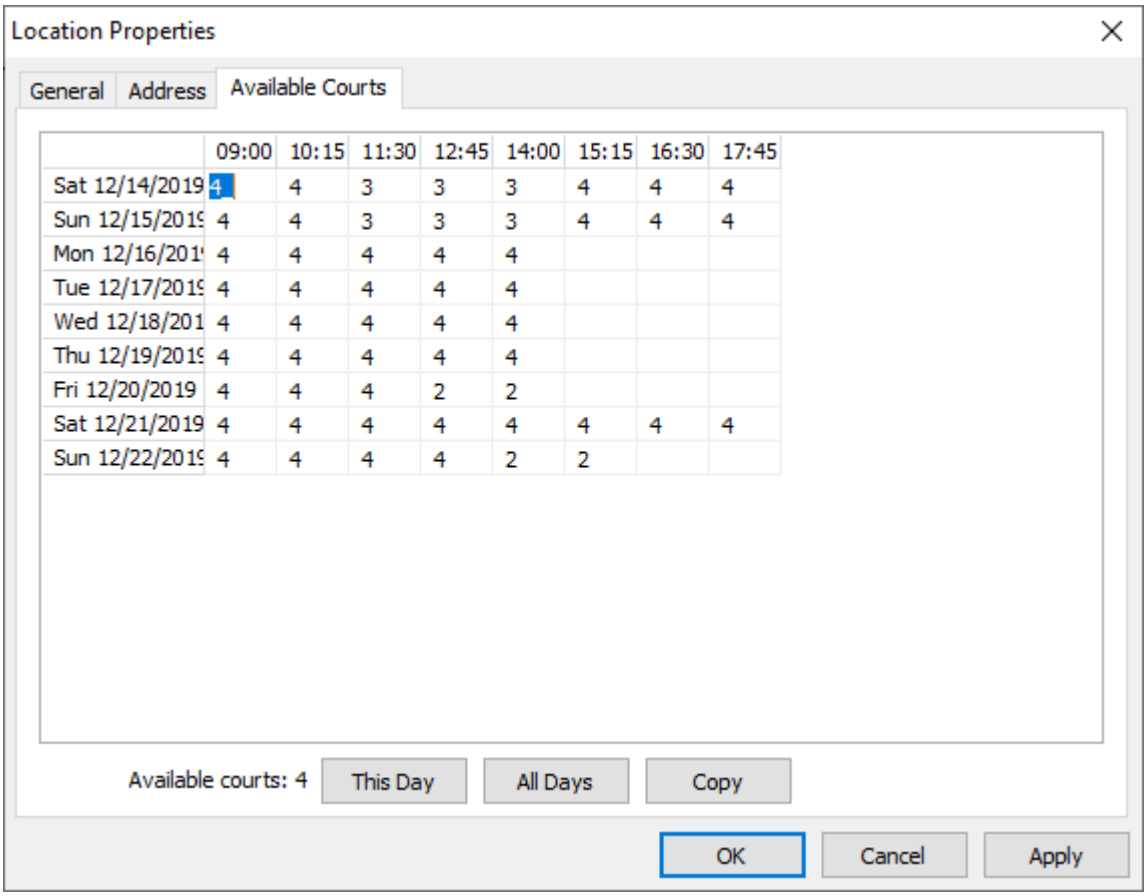
Tip: You can use the left mouse button to select multiple blocks at the same time.
Tip: Select a date to change the availability for a whole day at once.

With the buttons above the matrix you can adjust the size of the time blocks. You can set it to 15, 30 or 60 minutes. The Tournament Planner always stores the availability in 15 minute blocks so there is no information lost if you switch between 15 and 60 minutes. This also makes it possible to have half or quarter filled blocks in the 60 minutes mode.

On **Address** tab you can fill in the location address:

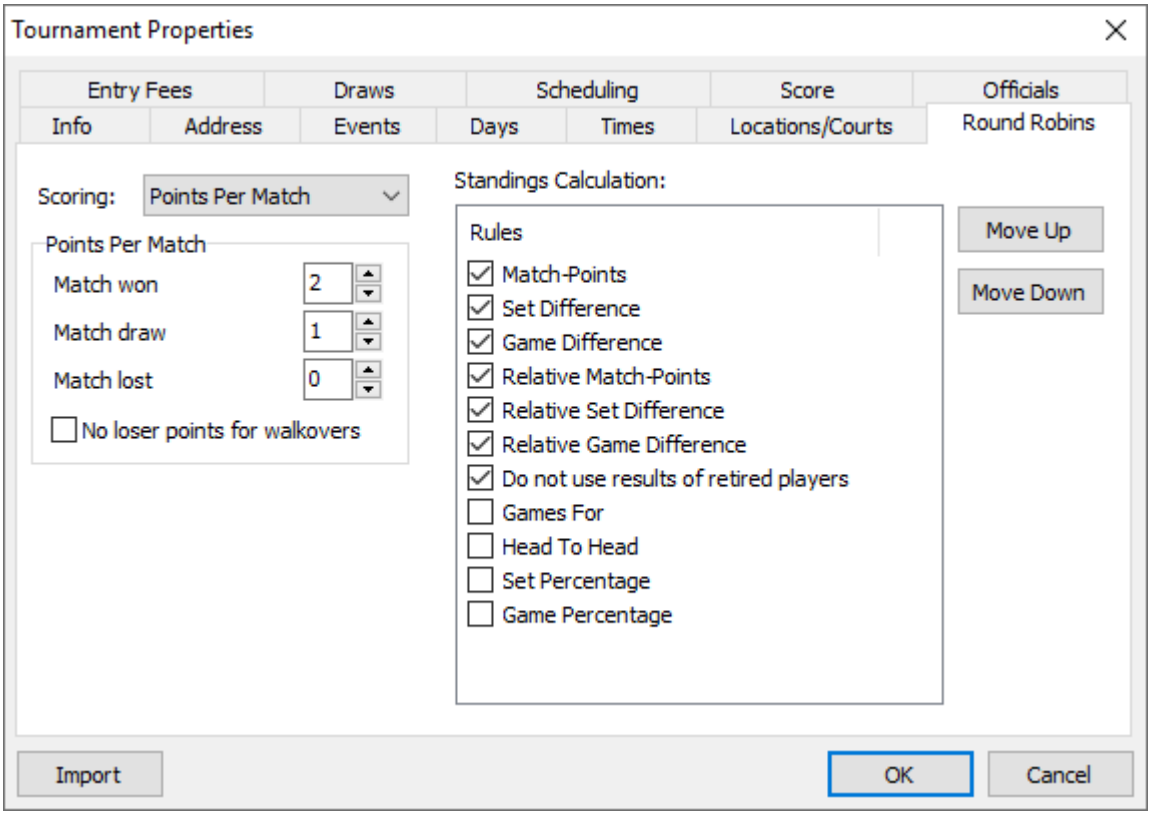


If you select **Specify available courts manually** on the **Location/Courts** tab you can set the number of available courts on the **Available Courts** tab:



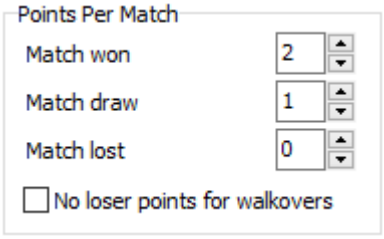
Using the button **[This Day]**, you can fill in the available courts for the selected day.
Using the button **[All Days]**, you can fill in the available courts for all days.
Using the **[Copy]** button you can copy the available courts of the selected day to the other days.

Round Robins tab

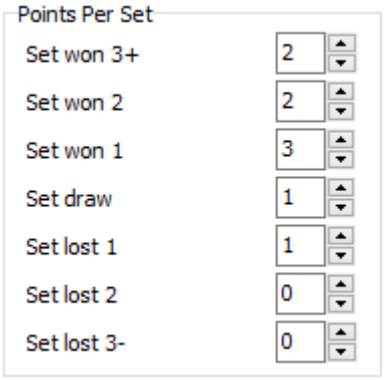


The standings are calculated by rules. These rules may differ for certain tournaments, sports or countries. You can select two types of scoring. You can set the scoring to **Points Per Match, Points Per Set** or **Points Per Game**.

- **Points per Match**
  You can define how many points a win, loss or draw will get.



- **Points per Set**
  You can define how many points a player get for a set won with one, two or more then three game(s) difference.

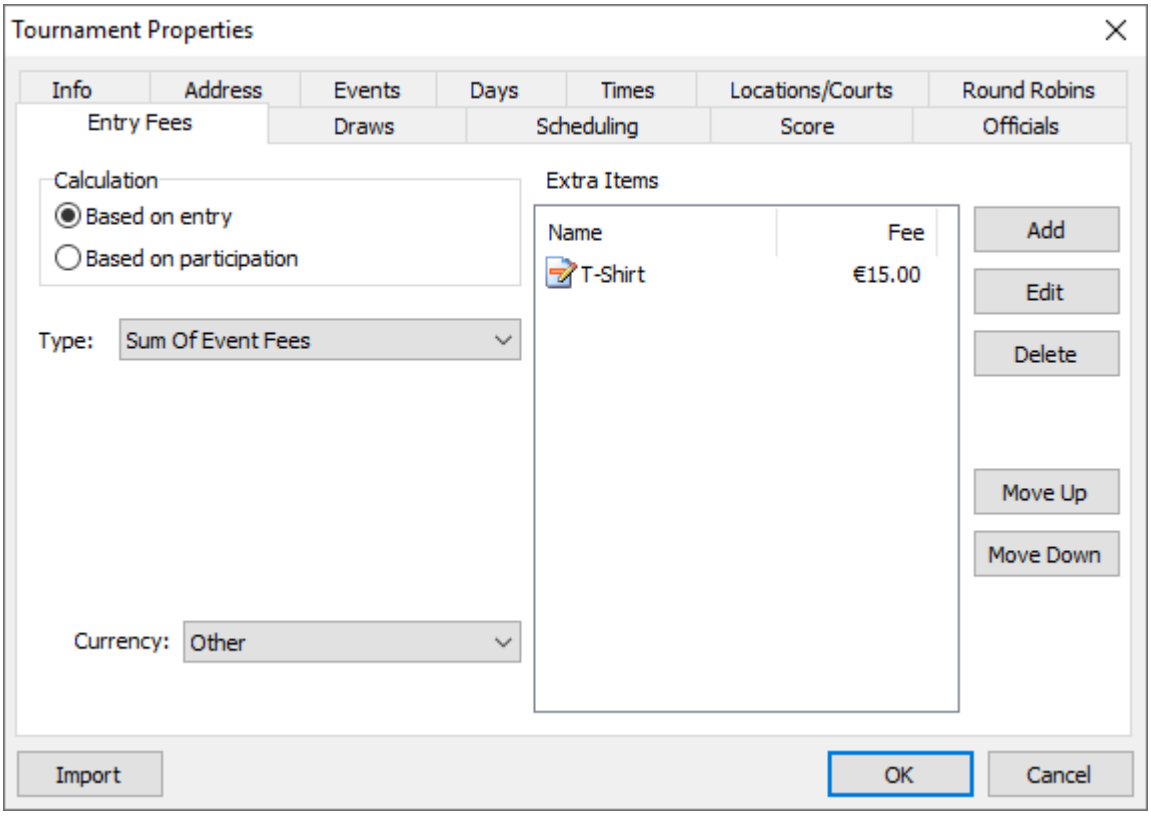


You can also define this for a draw and the player that lost the set.

- **Points per Game**
  For every game won you get one point.

The rules for the **Standings Calculation** can be enabled and disabled and the order can be changed. The default setup is the most used one.

Entry Fees Tab



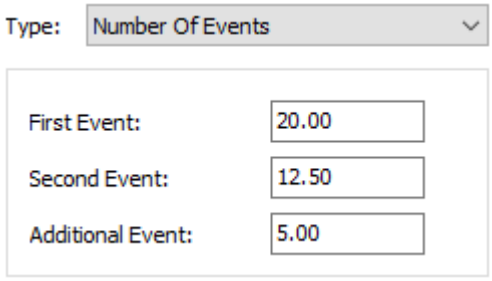
You can select which events are used for the ***Calculation***:

- **Based on entry**
  All the events the players have registered for are used for the calculation. This setting is useful when your tournament is still accepting entries.

- **Based on participation**
  Only the events where players are actually in a draw are used for the calculation. This setting is useful after you have made your draws.

You can select in which way the fee for each player is calculated.

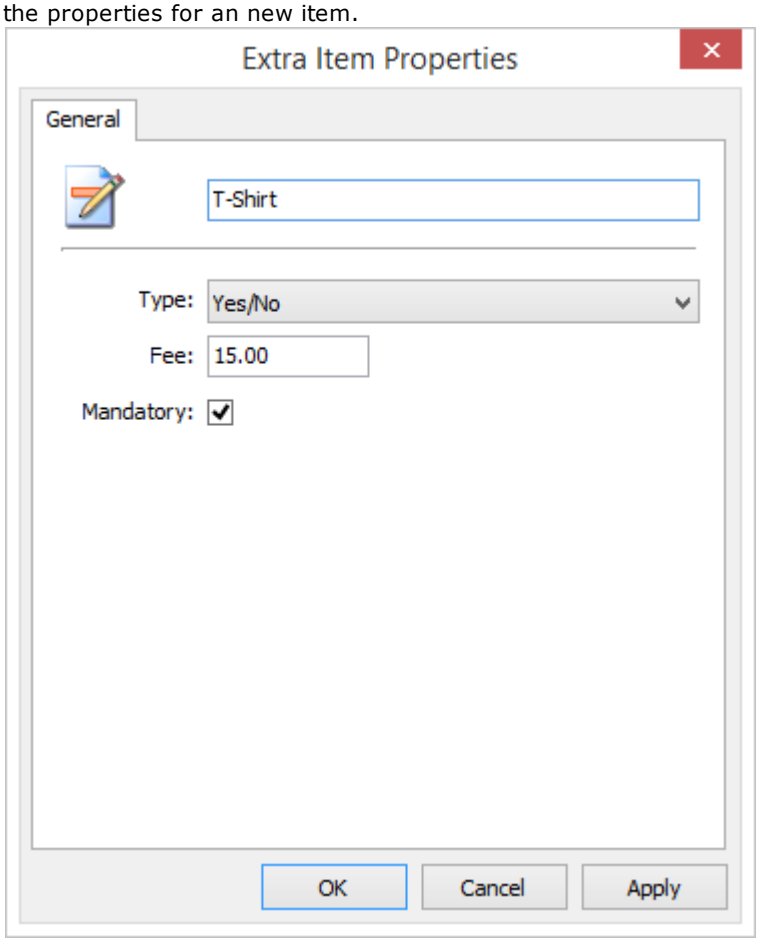
- **Sum of Event Fees**
  The total entry fee of a player is the sum of the entry fee of the events the player has entered. You can enter an event fee in the ***Event Properties***, this can be different per event.
- **Number of Events**



  You can fill in what the costs are for the first, second and additional event(s). For instance it's possible to make the entree fee for the first event higher because there is a T-shirt present included. You can then make the second event cheaper.
  The entry fee is calculated from the number of events the players has entered. The costs can be indicated on this screen.

Attention: When the calculation is **Based on participation** the entry fee of a player can be 0 as long as he is not in a draw of the event.

Besides the entry fee, you can also register other ordered items with each player. Click **[Add]** to open the properties for an new item.



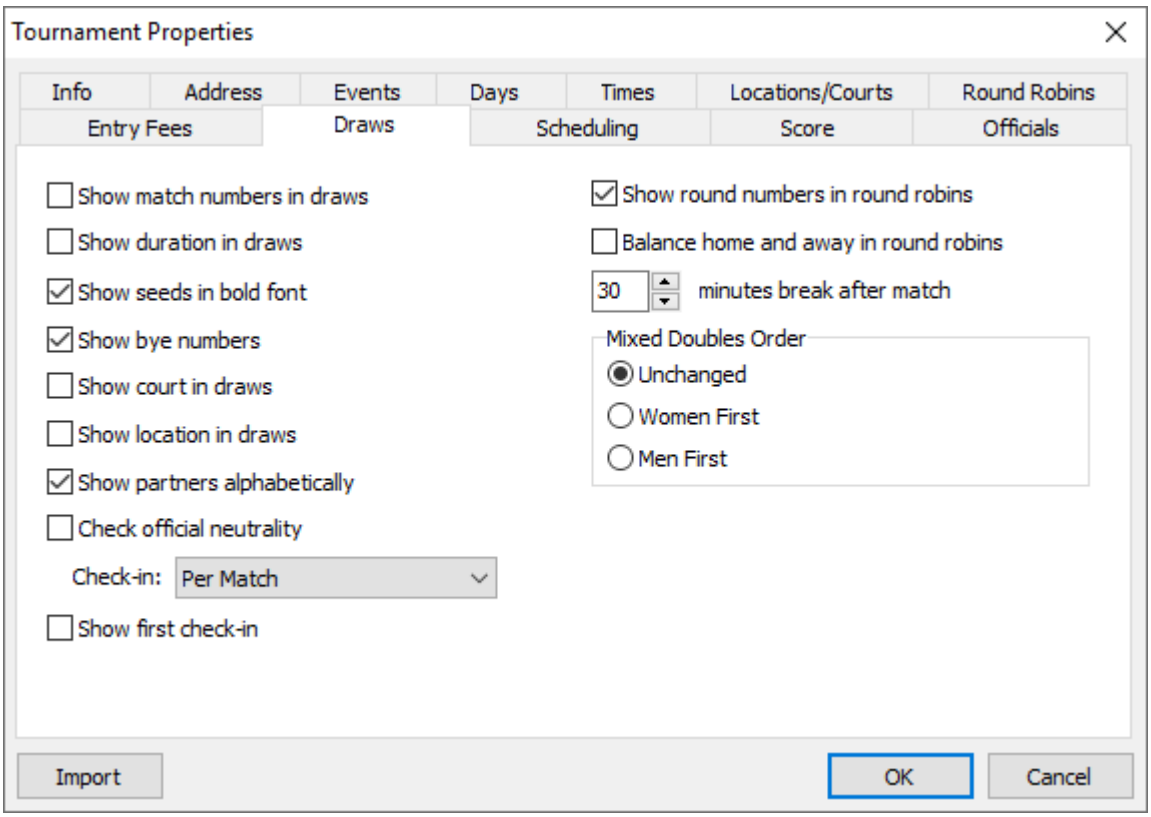
You can name the article and enter the fee.

At type you can choose what will be displayed on the tournament entry page on Tournamentsoftware.com.
Number: The player can set the amount of items by picking a number from a list.
Text: The player can fill in a text.
Yes/No: The player can choose if he wants the item.
Mandatory: If you tick mandatory the extra item must be purchased to be able to enter the tournament.

For the players, who are not using Tournamentsoftware.com to enter a tournament, the extra items can be filled in on the player properties. The costs will be added to the fee.

Attention: Do not use the Extra items for events!

Draws Tab



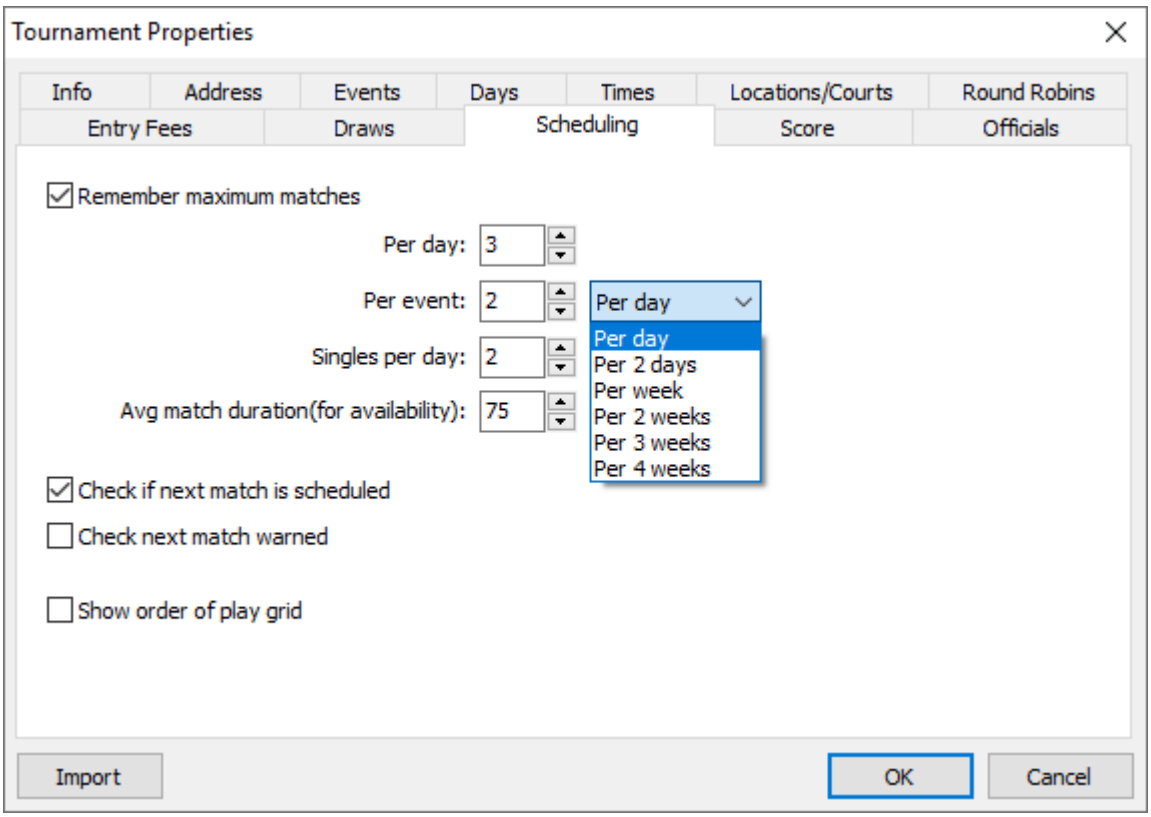
You can select some general settings for your draws on this tab.

- **Show match numbers in draws**
  This option allows you to show the match numbers in the draws.
- **Show duration in draws**
  This option show the duration of the matches after the result.
- **Show seeds in bold font**
  This option allows you to show seeds player in **bold** font.
- **Show bye numbers**
  This option allows you to show the bye numbering in the draws.
- **Show court in draws**
  This option displays the court in the draws.
- **Show location in draws**
  This option shows the location of the scheduled matches in the draws.
- **Show partners alphabetically**
  This option shows the double couple in alphabetical order.
- **Check official neutrality**

Checks the neutrality of the official.

- **Check-In**
  You can set if the players have to check in per match or per player.
- **Show first check-in**
  Show an extra check-in box in the Check in-tab to register a first check-in (often used for handing out a tournament present).
- **Show round numbers in round robins**
  When scheduling round robins it is always hard to determine the optimal playing schedule. Tournament Planner can come up with such a schedule for you. For example: a size 10 round robin can always be played in 9 rounds, but it can be difficult to figure this out yourself.
- **Balance home and away in round robins**
  The home and away matches are evenly divided.
- **Minutes break after match**
  When a match has ended a watch will appear behind the names of the players displaying the remaining rest time.
- **Mixed doubles order**
  If you always want to see the mixed doubles in the same order you can make your selection here. When 2 partners are linked the order is automatically corrected for you.

Scheduling Tab

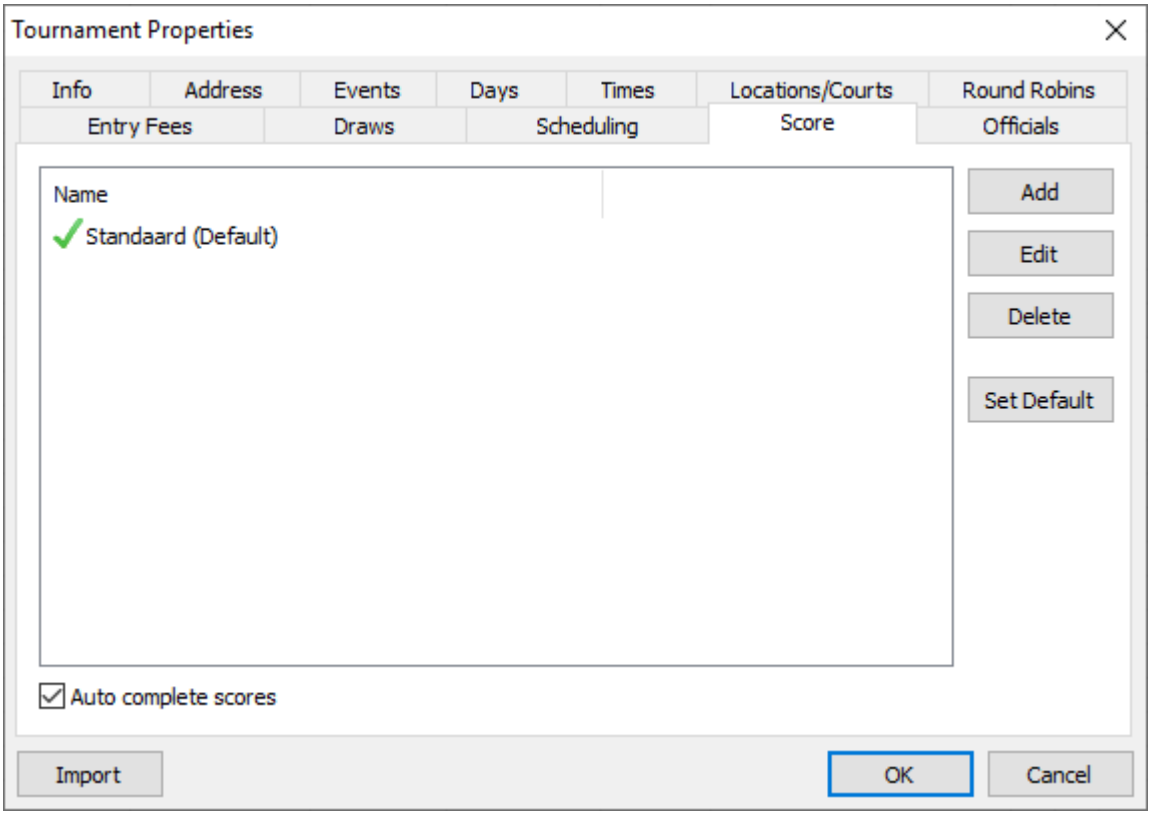


- **Remeber maximum matches**
  The maximum number of matches per player can be set.
  When planning matches a warning can appear when the number of matches exceeds the maximum matches Per day, Per event - per period or the maximum of Singles per day.
  At Avg match duration (for availability) the set value is used to calculate if the player can play in the last round before the player is not available.
- **Check if the next match is scheduled**
  When the result of a match is entered there will be a check if the next match is scheduled or not.
- **Check next match warned**

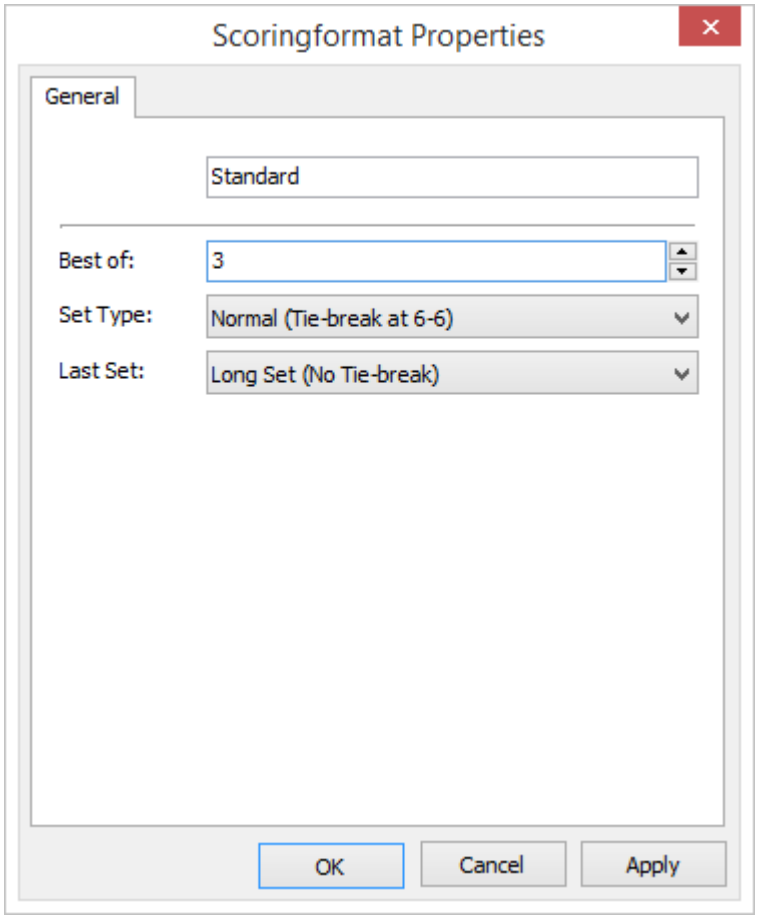
When the result of a match is entered there will be a check if the players of the following match are warned.

- **Show order of play grid**
  The order of play is an alternative way of scheduling matches. Rather than scheduling on a specific time, matches are scheduled using the 'followed-by' system.
  When this option is ticked you will get an extra screen on the main window where you can see a grid of all the courts and drag matches on there.

Score Tab

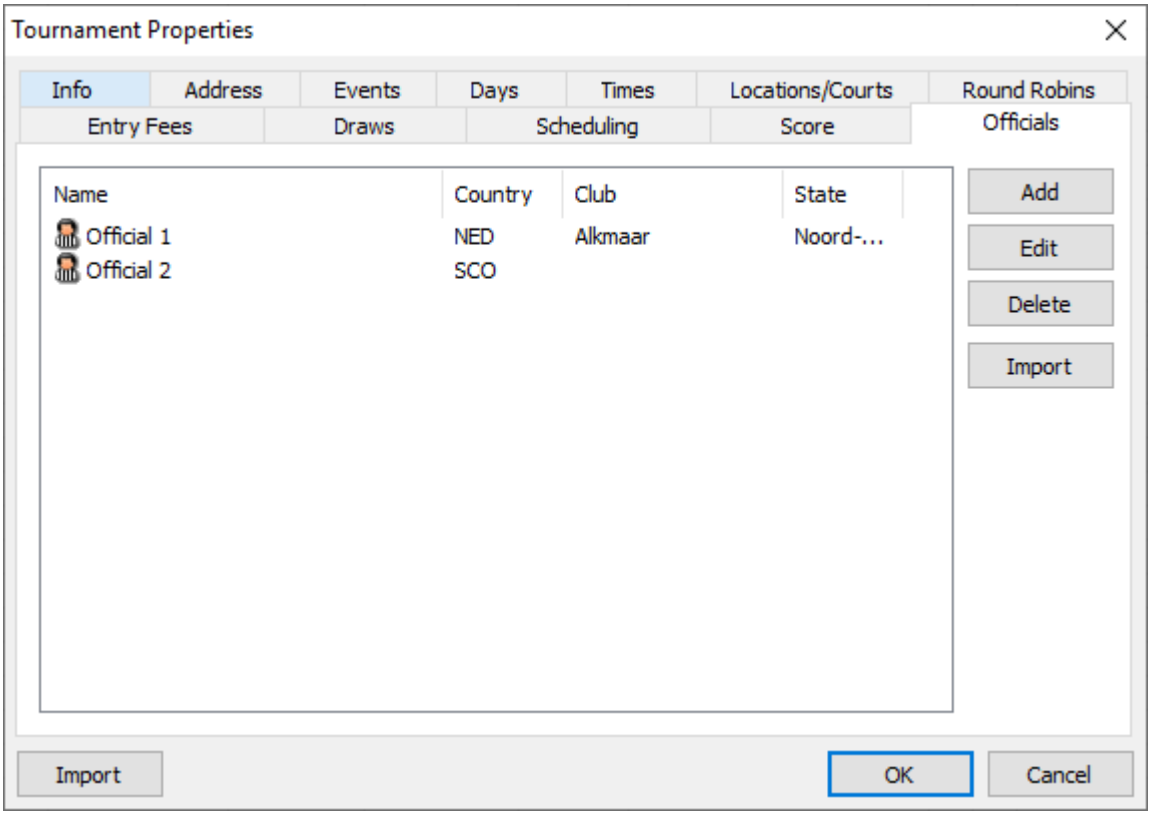


On the **Score** tab you can edit the default scoring format or create a new one. Check the ***Auto complete scores*** box to automatically complete the scores when typing. This will help you in more than 90% of the scores. You can change the score to be filled in for the opponent. In less than 10% you will need to adjust the score of the opponent. Click on **[Add]** or **[Edit]** to open the **Score Format** properties.

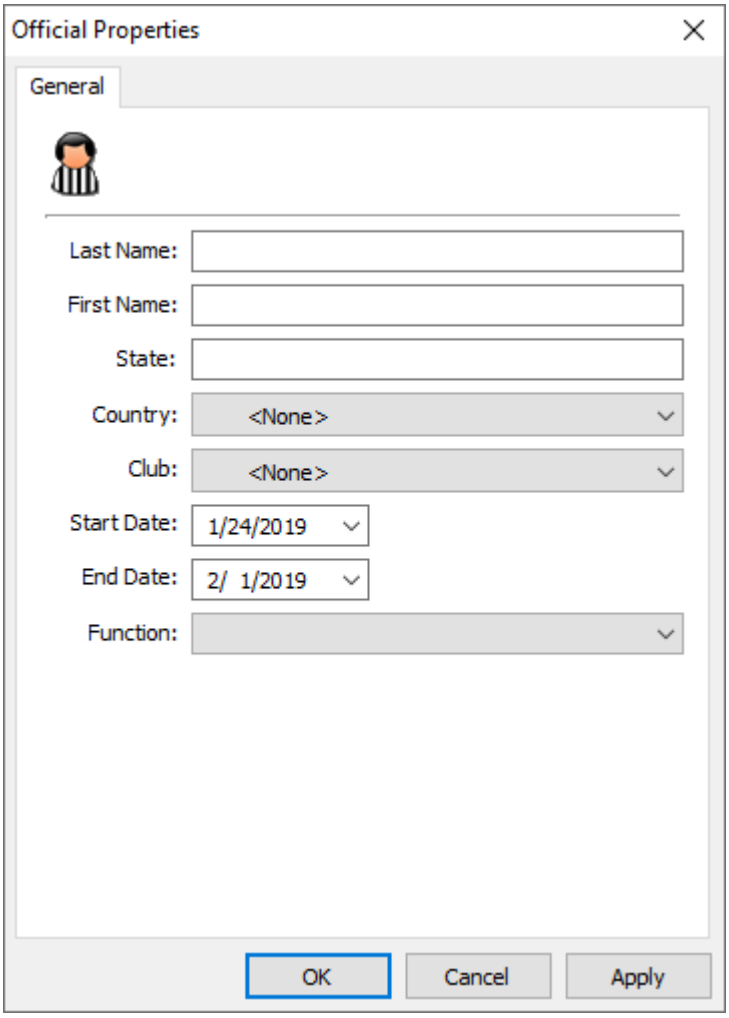


On the **General** tab you can give the Scoringformat a name, set the **Best of**, **Set Type** and **Last Set**.

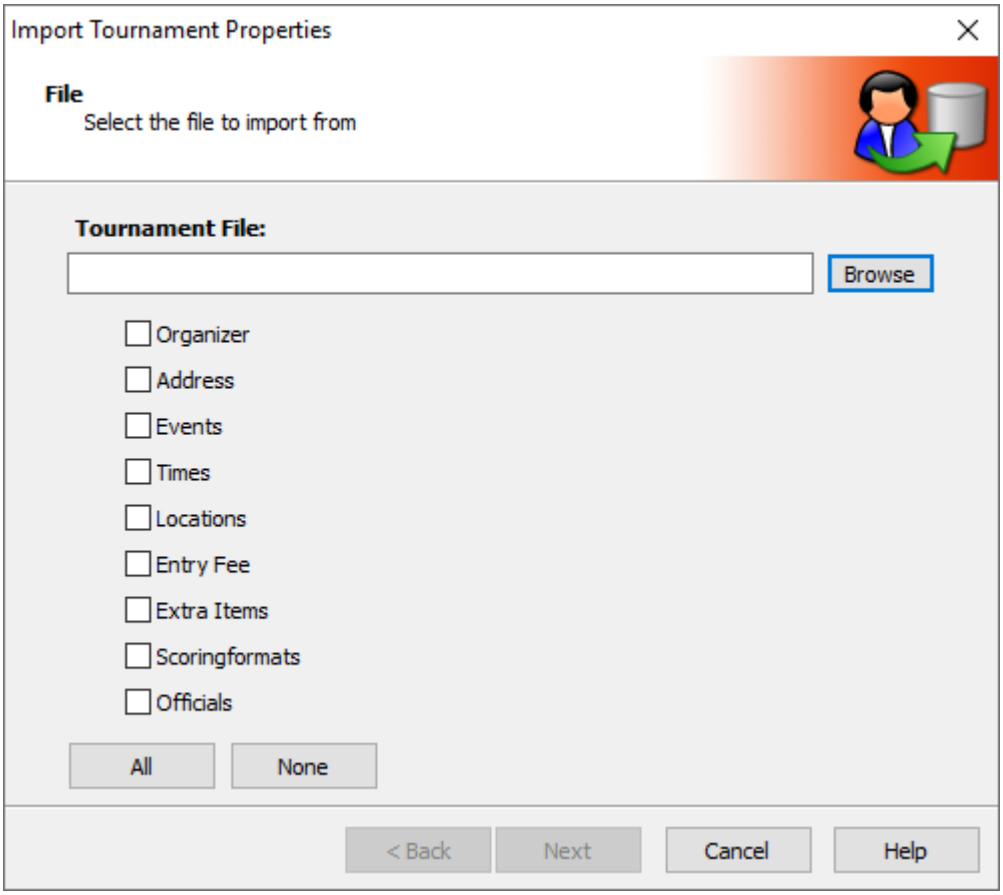
Officials



With the **[Add]** or **[Edit]** button the official properties will open.
Here you can fill in the first and last name, nationality, the function of the umpire and some other things.



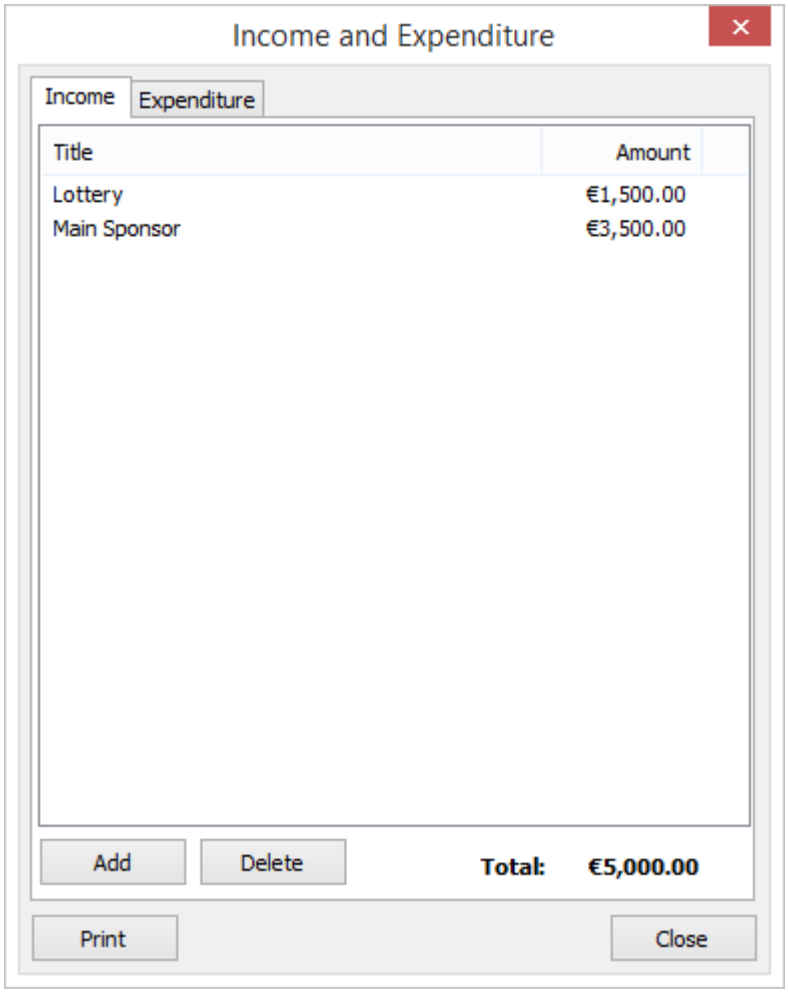
With the **[Import]** button you can import officials from an other tournament:



[Browse] to the tournament file and check the boxes in front of the items you like to import.

Income and expense

Select **Tournament -> Income and Expense** from the main menu. You can keep track of all your tournaments income and expenses. On the **Income** tab you can fill in all your income. Click **[Add]** to add an extra line. Specify a description and an amount. Double click a line to change the description or the amount. Click **[Delete]** to delete the selected line.
On the **Expenditure** tab you can do the same for all your tournaments expenses.



Click **[Print]** to print a report of your income and expenses.

Deleting a tournament

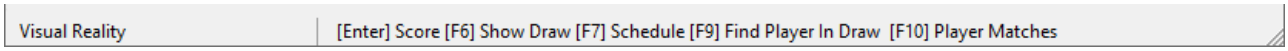
A tournament is saved in a tournament file. Deleting the tournament is as simple as deleting the tournament file. All tournament files have the **.tp** extension.

A published tournament remains visible online. Should the tournament be canceled or double published, please inform the Helpdesk of Tournamentsoftware.com. Always mention the full links, in the mail, to the tournament or the tournaments.

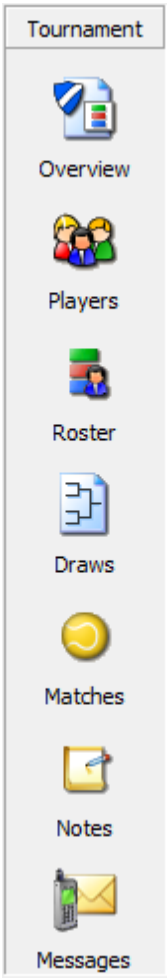
Working with the Tournament Planner

After you have created your tournament, you can really start working with the Tournament Planner. You can now enter players, make rosters, draws and plan matches. With the Tournament Planner you can work with more than one tournament. The name of the currently opened tournament is displayed in the title bar of the (Tennis) Tournament Planner; in this case it is the tournament 'Demo Tournament'.

The relevant shortcuts are always displayed in the status bar on the bottom of the Tournament Planner next to your registration (in this case "Visual Reality"). By using these shortcuts you can directly execute an action without using the mouse.



The Tournament Planner has different views for the tasks of managing a tournament. A different view can be selected by clicking on the buttons on the Outlook bar on the left.



On the **Overview** view you can find all sorts of information about the current tournament.

On the **Players** view all the data of the players of the tournament are being kept. Here you can enter personal data, select events and fill in the availability of the player.

On the **Roster** view you can classify the players and create the draw sheets.

On the **Draws** view you can view all the draw sheets, make draws and plan matches.

On the **Matches** view you can see an overview of all the matches.

On the **Notes** view you can view, create and edit notes.

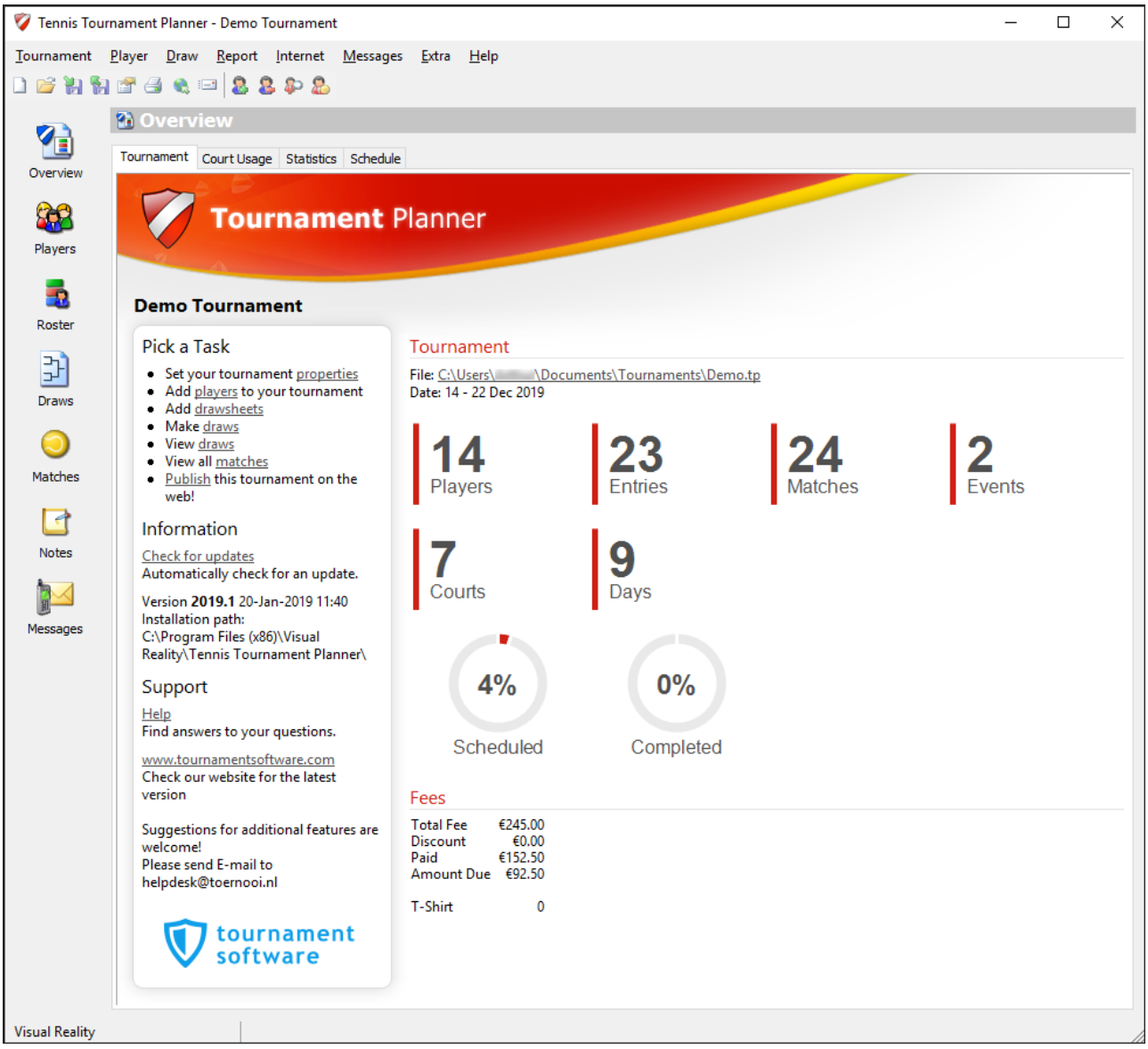
On the **Messages** view you can see all your messages. You can create messages on several places in the Tournament Planner

On the following pages you will find an explanation of the different views you get by using the buttons on the Outlook bar.

Overview

By clicking the **Overview** button on the left, you will enter the **Overview** view where you can find all sorts of information of the current tournament.

Tournament tab



In the **Information** group you will find the Tournament Planner version and the installation path. With the **Check for updates** you can automatically check for updates. In the **Support** group you can open the help or visit the website.
If you have not opened a tournament then **Pick a Task** will enable you to open a tournament or you can create a new one.
If you have opened a tournament then you can pick one of the following tasks:

- Set your tournament **properties**
- Add **players** to your tournament
- Add **draw sheets**
- Make **draws**
- View **draws**

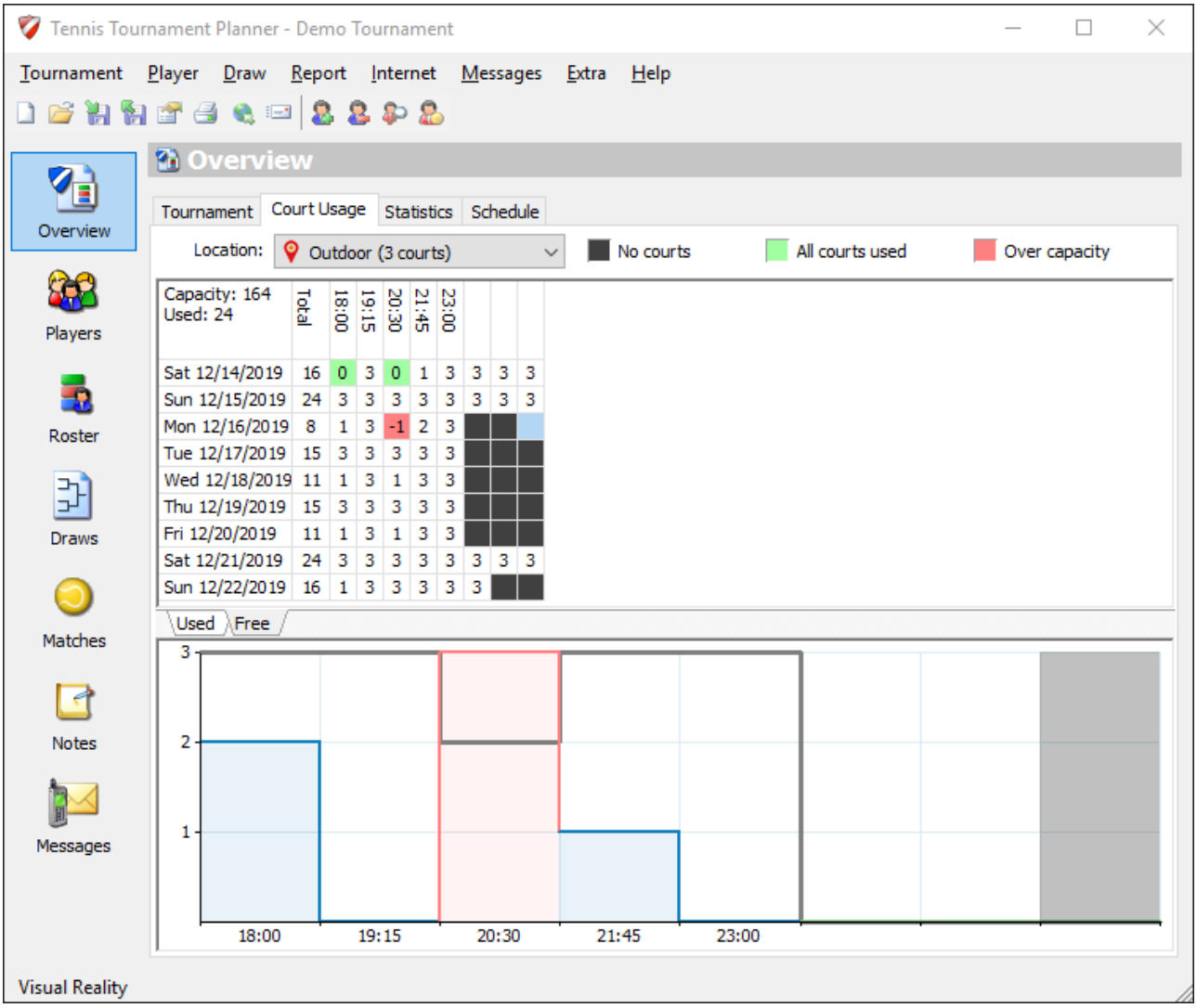
- View all **matches**
- **Publish** this tournament on the web!

The tournament tab gives you an overview of the structure of the tournament. You can find information about:

- **Tournament**
  The location of the tournament file / file name and the match period.
- **Players, Entries and Matches**
  Here you can find information about the number of players, entries and the number scheduled matches.
- **Events**
  Here you can find the created events. If you want to change these events click **Events**.
- **Courts**
  Here you can find all the courts, available or not. If you want to change these courts click **Courts**.
- **Days**
  Here you can find all the created days. If you want to change these days click **Days**.
- **Scheduled and Completed**
  Here you can see the percentage of the scheduled and finished matches.
- **Fees**
  The total amount of entry fees and the ordered items.
- **Birthdays**
  Here you can find all players of with their birthday today (if any), so you can congratulate them.

Tip: By clicking on the tournament file the location of the tournament will open in the explorer.

Court Usage tab



The **Court Usage** tab gives you an overview of the number of available courts during the day. The tab **Used** shows the number of planned matches per time and the **Free** tab shows you the number of available courts on every time. After the day you will also see the daily total.

The following colors are used:

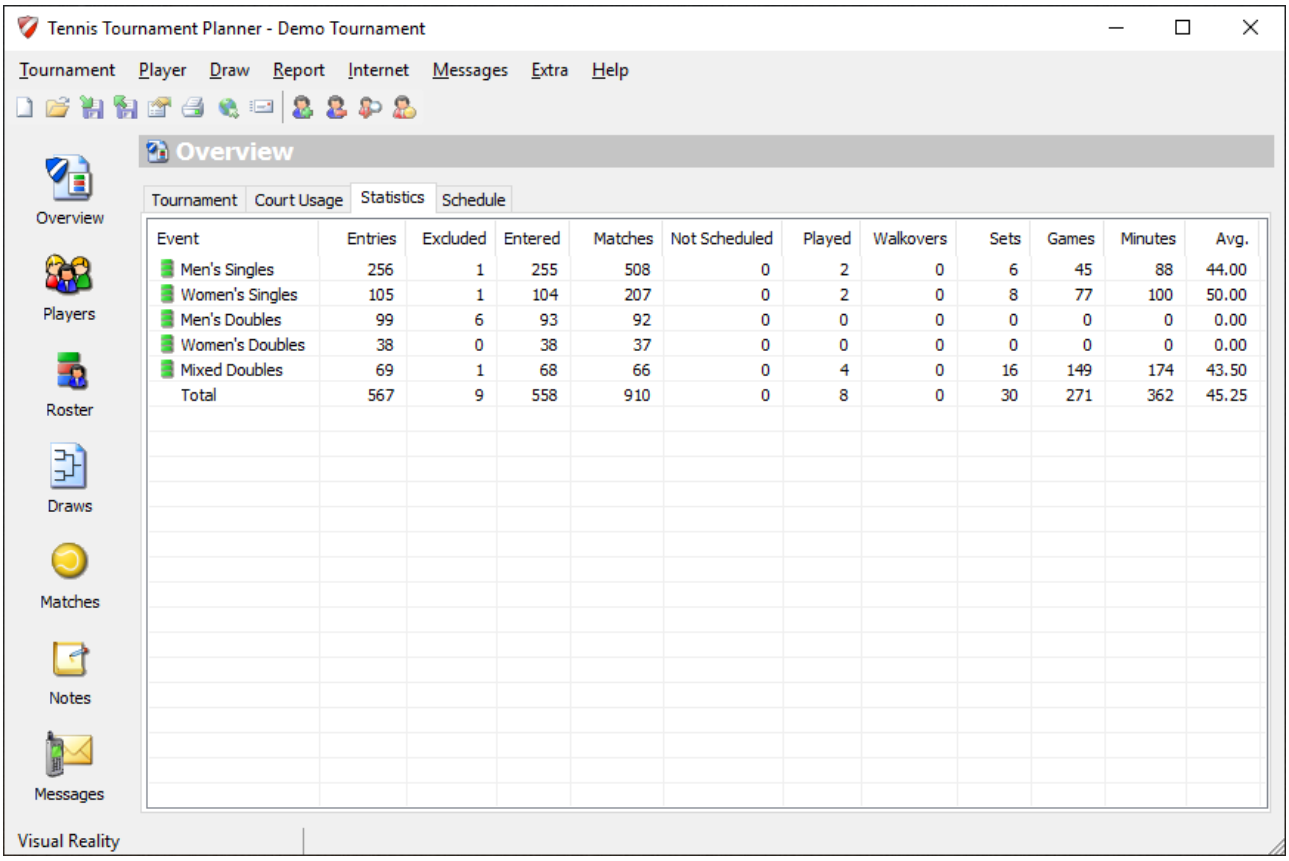
- **Black**
  This time has no courts available for scheduling
- **Green**
  All courts on this time have been used
- **Red**
  There have been planned to many matches for the amount of available courts.

You can set the number of courts per time slot in the **Tournament Properties**.

The court capacity graphic displays for each moment of the day the court capacity and how many courts are used. The blue line indicates the court capacity, a blue block indicates how many courts are used, a green block indicates that the court capacity is reached and when the court capacity is exceeded the graphic displays a red block.

With the location filter you can see the capacity for each location separately.

Statistics tab

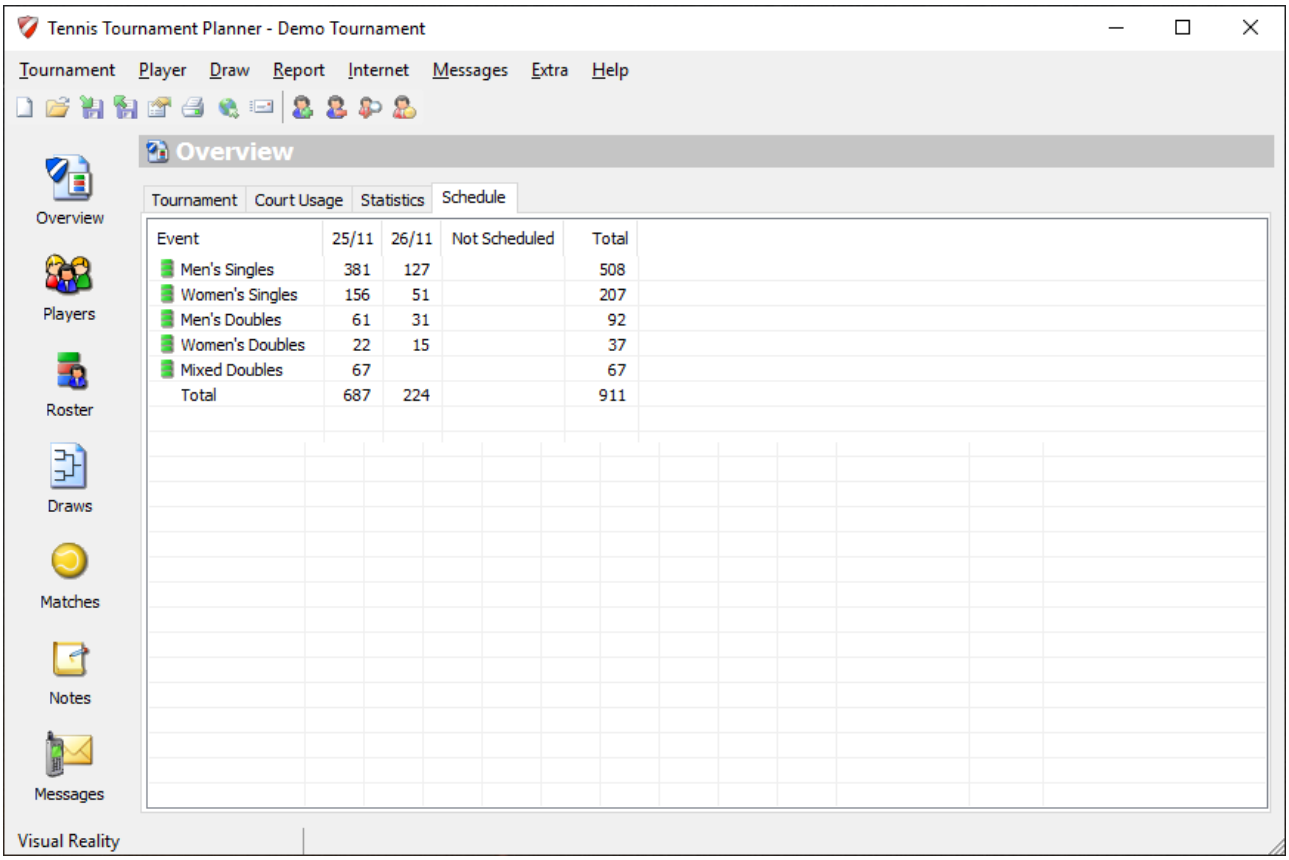


The **Statistics** tab gives you an overview per event and a total of the following data:

- The number of entries.
- The number of excluded players.
- The number of entered players.

- The number of matches.
- The number of not scheduled matches plan.
- The number of played matches.
- The number of walkovers
- The number of played sets
- The number of played games
- The number of minutes
- The average number of minutes

Schedule tab



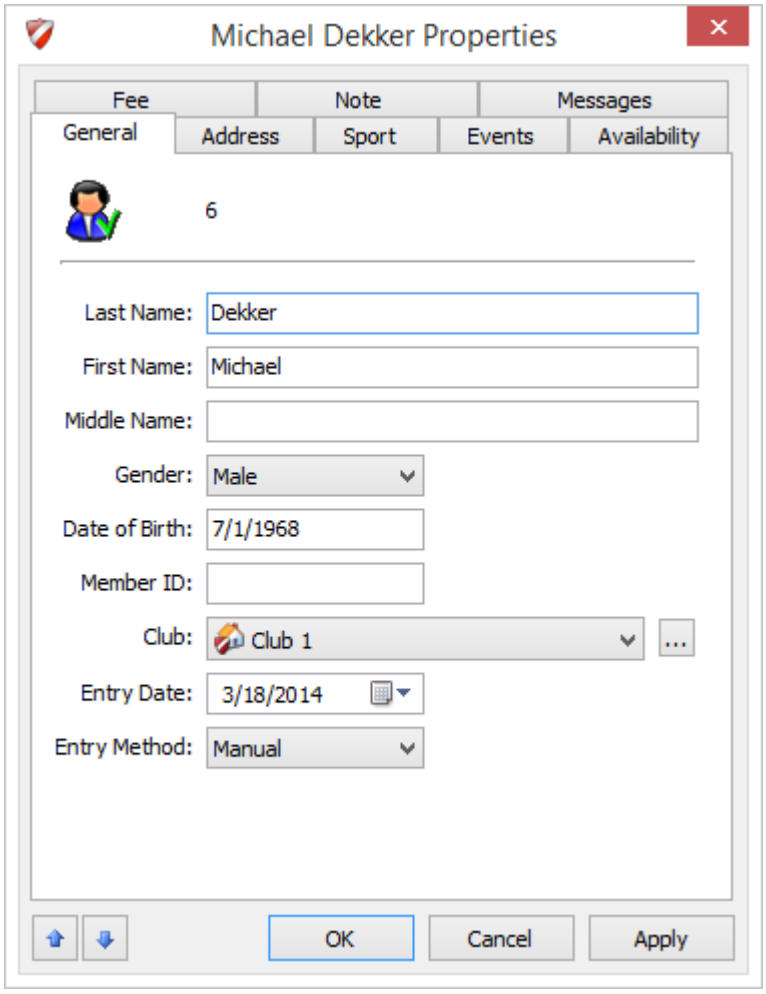
The **Schedule** tab gives you an overview per event per day how many matches have been scheduled.

Players

By clicking left the **Players** button you will enter the **Players** view. Here you can enter or edit personal data, select events and fill in the availability of the players.
Click the button **[Add Player]** to add a new player to this tournament. You can delete a player selecting followed by clicking **[Delete Player]**.

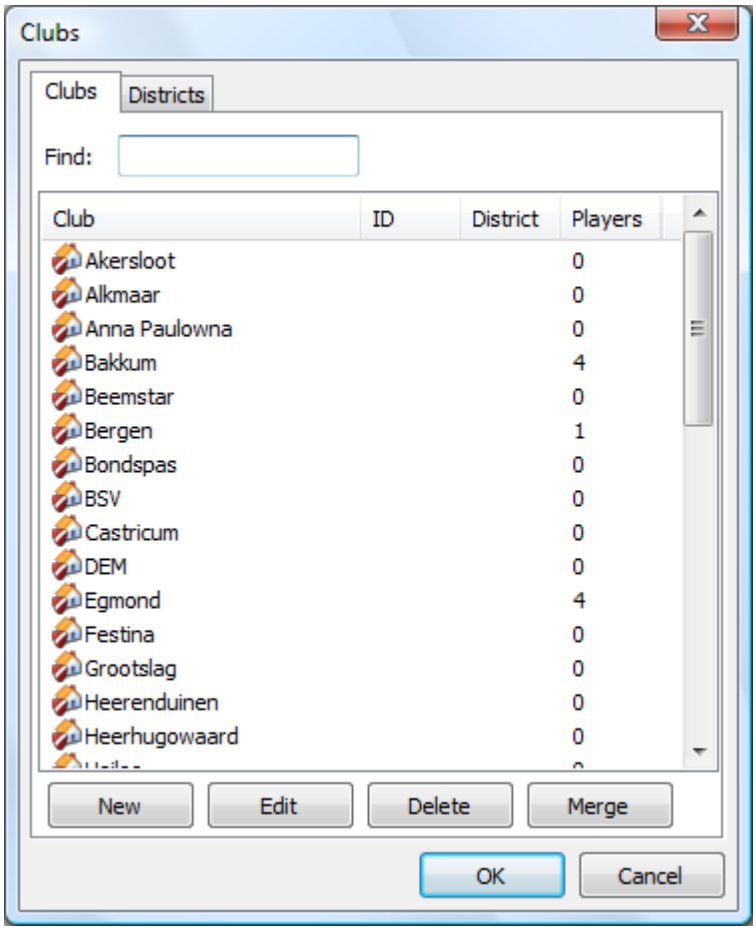
Tip: If you are using **Online Entry**, all the data will be automatically filled in when you pick up your online entries.

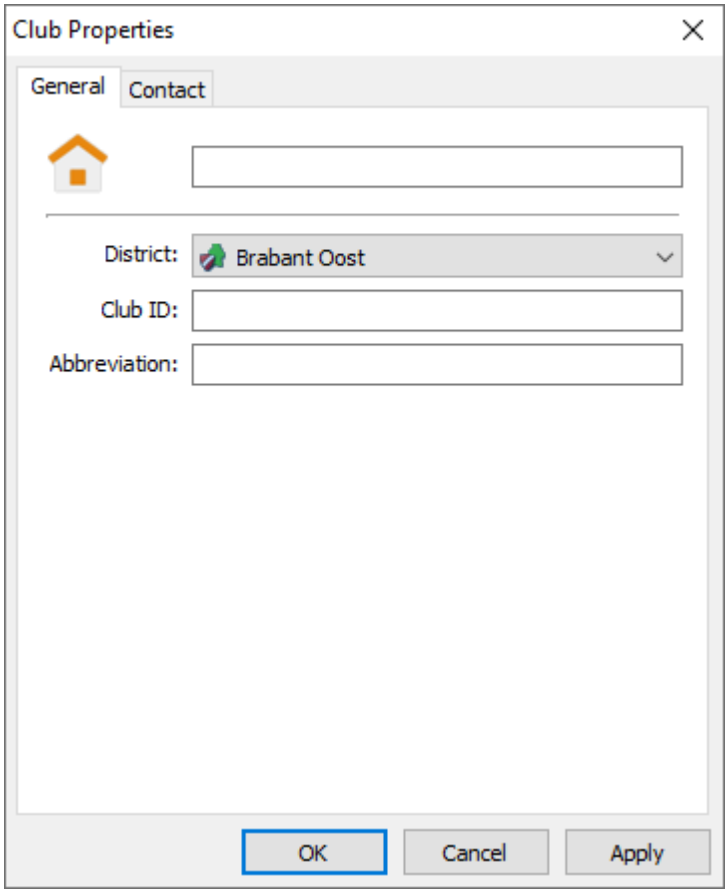
General tab



On the **General** tab you can enter the most important data of the player. You can select the club from the pick list. If a particular club is not listed, you can click the ... button and add it.
The memo field allows you to make notes for a player.

Adding a club

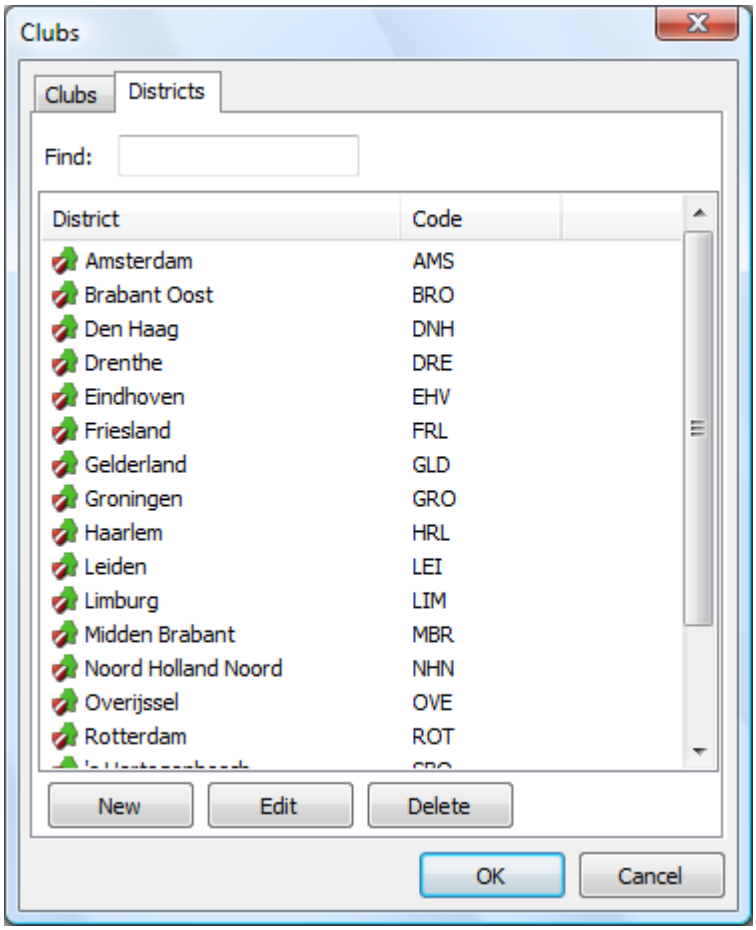


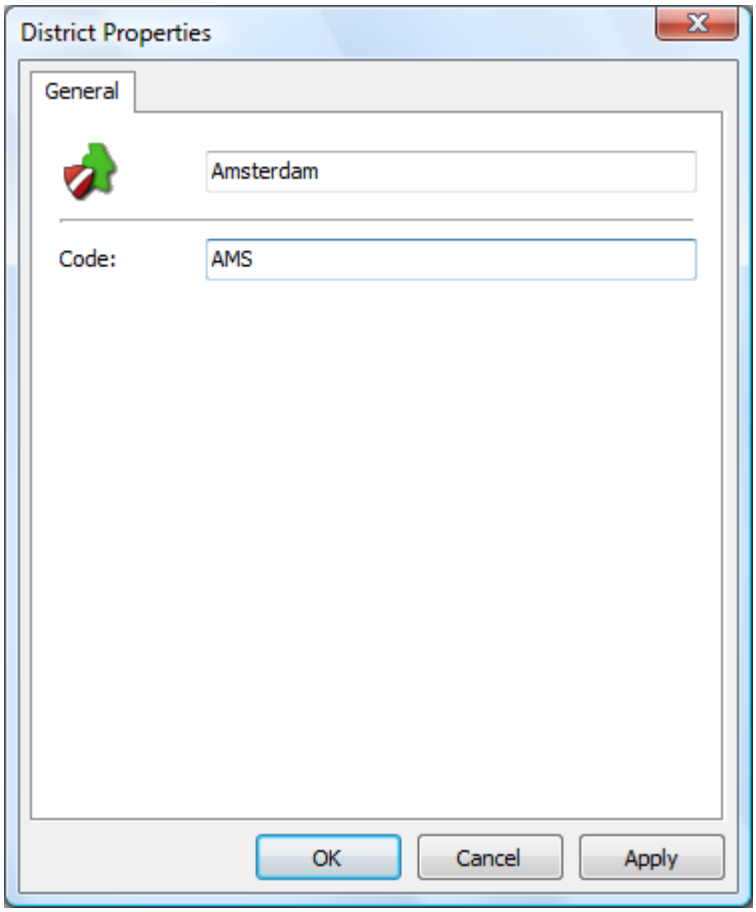


If you want to search for a club you can type in the first letters of the name of the club in the Find field.
Click on **[New]** if you want to add a new club. On the **Club Properties** dialog you can enter a club name and club ID and select a district. If you want to delete a club, select this club and click **[Delete]**.
It can happen that one certain club is added in the list with two different names. In that case, you can merge these clubs. Select the club with the correct name and click on the **[Merge]** button. Now select the club where the players have to be replaced and click **[OK]**. All players are now replaced and the old club is deleted.

Districts

Do you want to add or delete districts? Then click on **Districts** tab. You will get a list with all the current districts.


Clubs
Clubs
Districts
Find:
District
Code
Amsterdam AMS
Brabant Oost BRO
Den Haag DNH
Drenthe DRE
Eindhoven EHV
Friesland FRL
Gelderland GLD
Groningen GRO
Haarlem HRL
Leiden LEI
Limburg LIM
Midden Brabant MBR
Noord Holland Noord NHN
Overijssel OVE
Rotterdam ROT
New
Edit
Delete
OK
Cancel

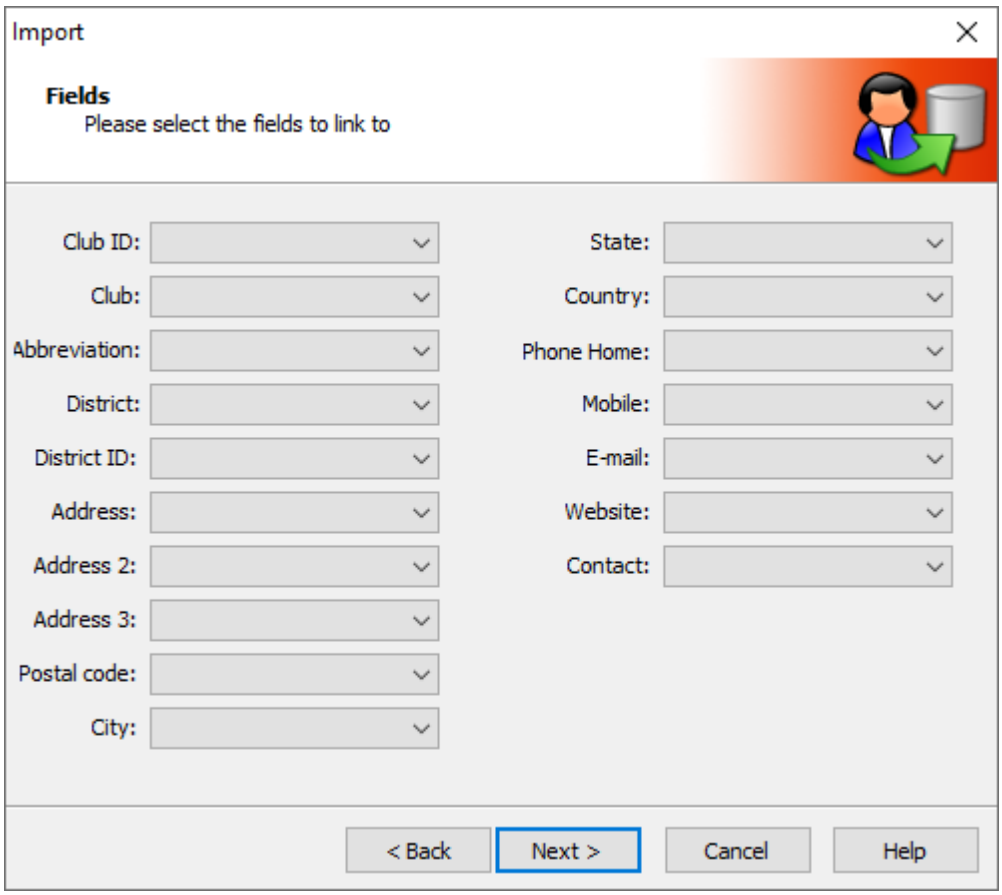


A district can be added by clicking **[New]** and a selected district can be deleted by clicking **[Delete]**. On the **Districts Properties** dialog you can enter a name and a code. The code is used on reports.

Import Clubs

Select **Player -> Import Clubs** from the main menu.

Click on ... to select the Excel file you want to import. Click **[Next]** to link the fields.



Now you can link the fields of your import file to the fields of the Tournament Planner. The Tournament Planner will try to create a link automatically using the field names.

Fieldname:	**Is linked to:**
Club ID	Club ID
Club	Club
District ID	District Code
District	District

You can link the missing fields by hand. If not all data is present in your Excel file, then this won't appear in the the Tournament Planner. Click on **[Next]** to continue.
The result is shown. Now you can check if the right data is filled in the right fields. You can go back to make changes if necessary. Click on **[Next]** to import the clubs in to the tournament.

Export Clubs

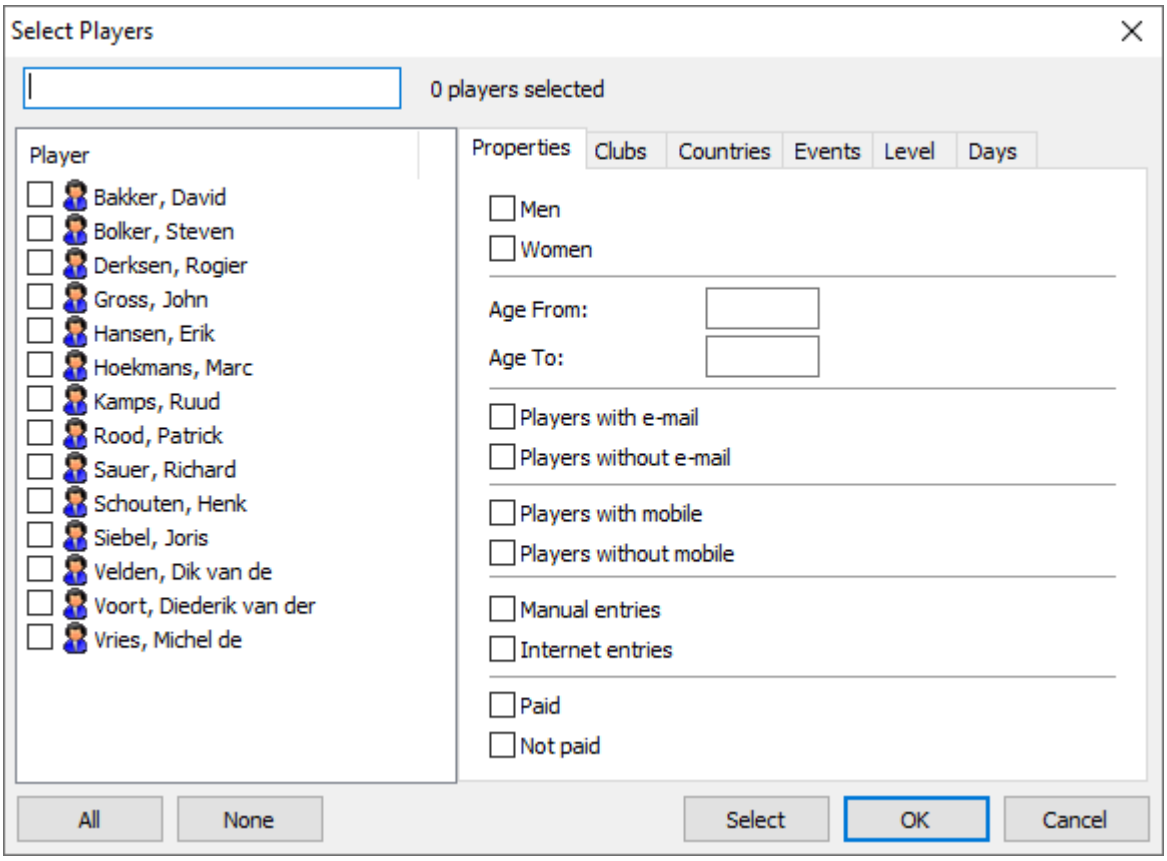
You can export the clubs in the tournament to an Excel file. Select **Player -> Export Clubs** from the main menu and specify the filename.

Contacting players

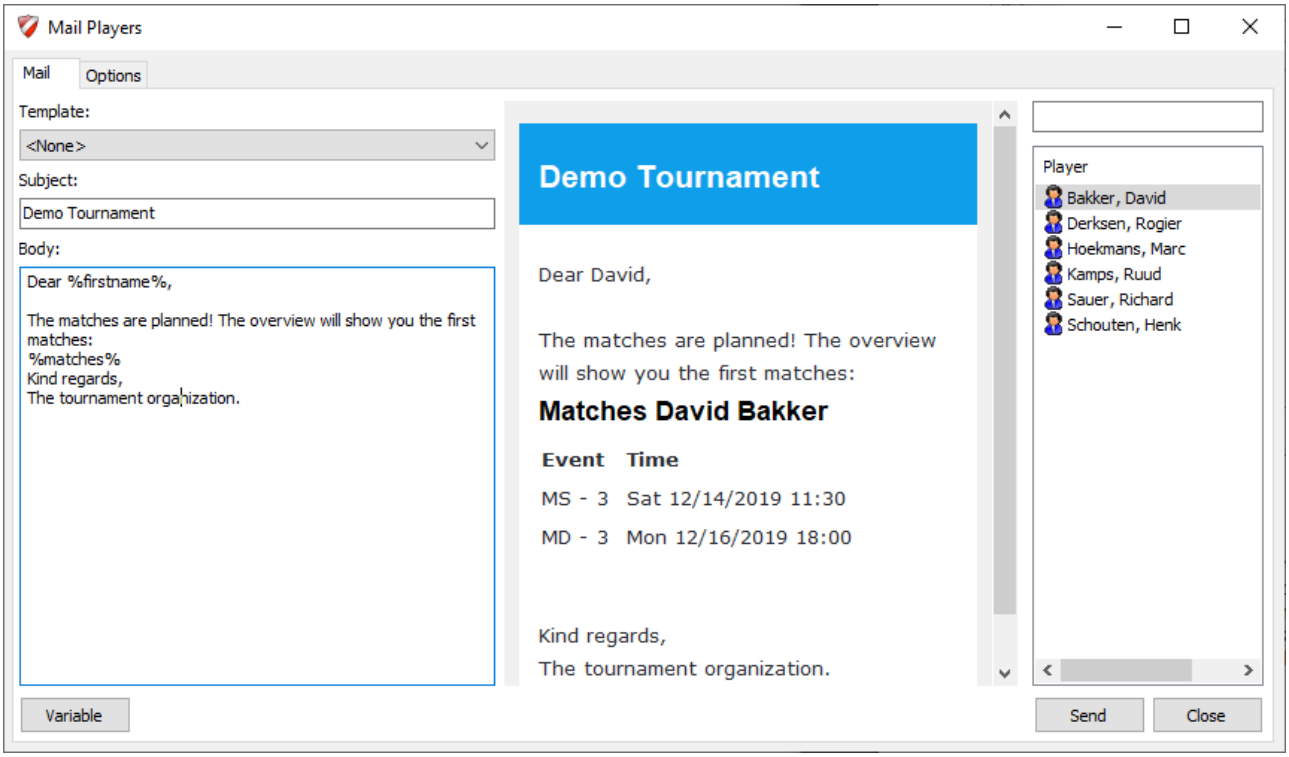
It is important that you can contact players quickly and easily. The Tournament Planner offers a couple of possibilities.

Email

If you know the email address of a players, then you can send them an email message. Select from the main menu **Message -> Send Players Email**. In that case you will get the next window:



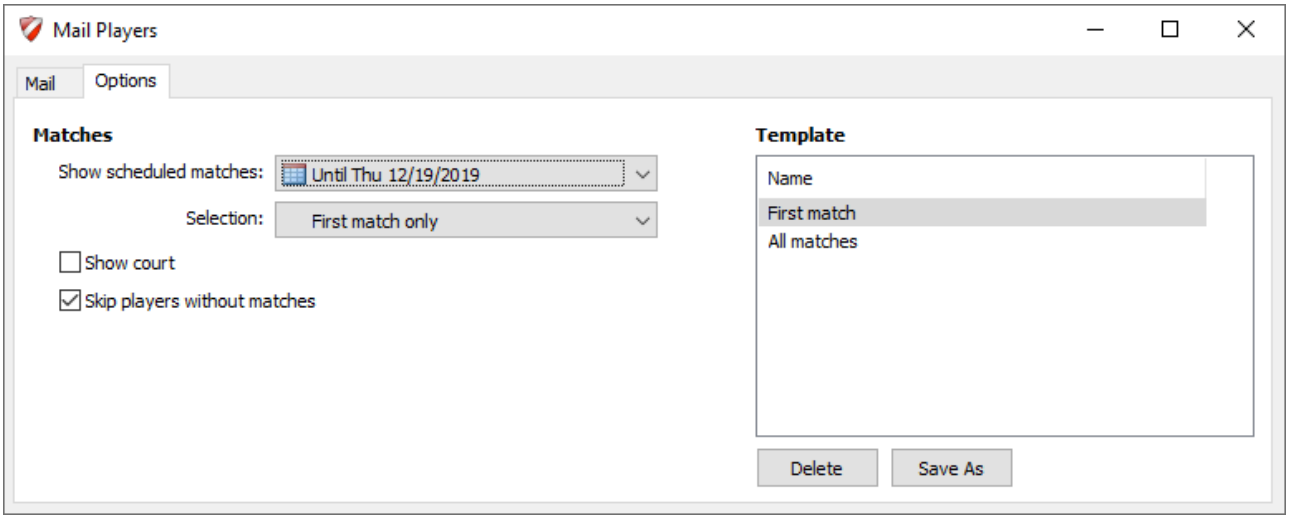
Here you can select who will receive the email is different ways. On the left side you can select players individually, on the right site you can select the players who meet one or more conditions. The button **[Select]** will add the players, who meet the condition, to the selection. The button **[Ok]** will open the screen to create or edit the email (without content):



In the 'Subject' the name of the tournament is shown by default. In the right column the names of the selected players are visible.

In the 'Body' you can create the email. You can add **[Variable]** to personalize the email. (You can choose from Tournament Name, First Name, Full Name, Matches and Availability).

In the center is shown how the email is send to the addressee. The created Body can be saved via the Tab Options. The **[Send]** button will create the emails (for all selected players with an email address).



Via the Options you can save the created body for the email as a template, so you can use the same again. The following settings can be set here:

- Matches
  - o "Show scheduled matches:" determines until what date the matches are shown in the email.

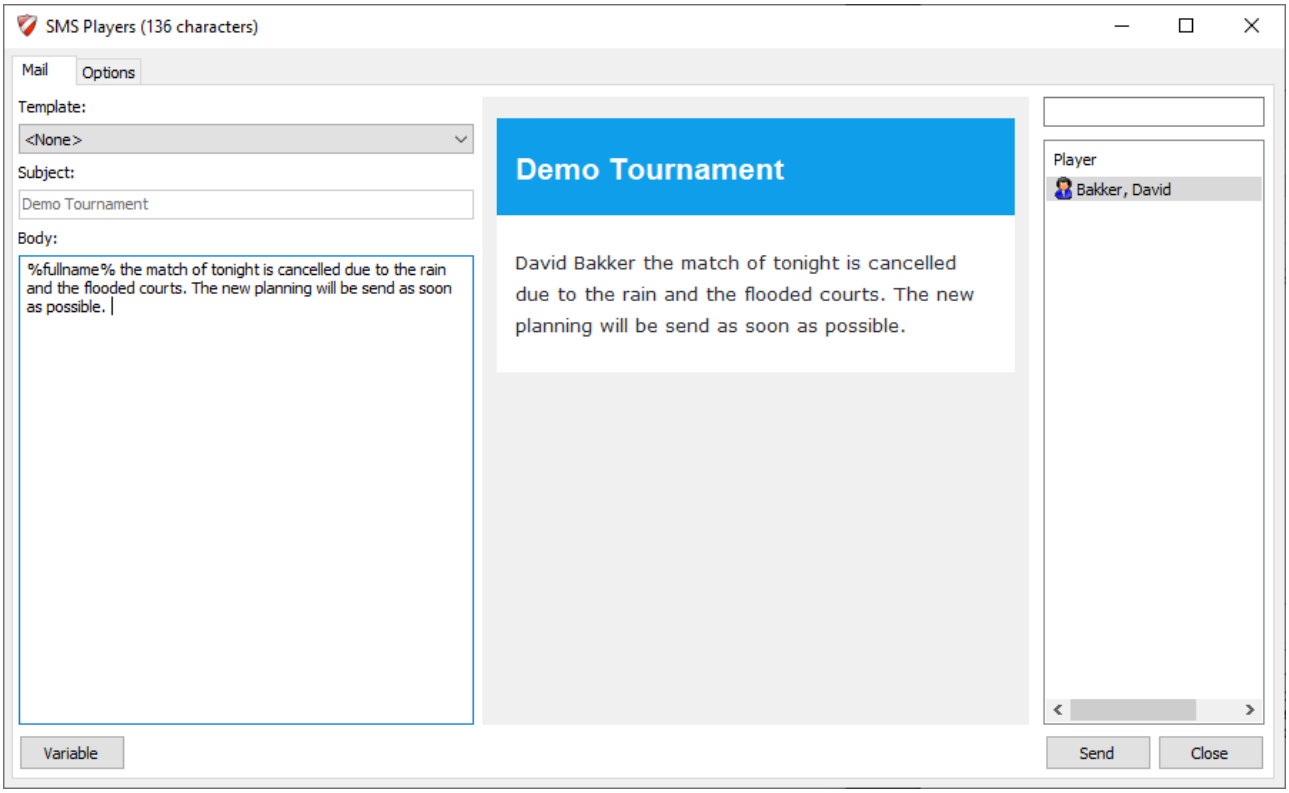
- o "Selection:" gives you acces to the options "All matches", "First match only", "First match and next".
- o "Show court" if checked the name of the court wil be shown in the view of the planned matches.
- o "Skip players without matches" if checked the players without matches will not receive this email.

Template

- Here are the saved templates visible. These can be opened on the "Mail" tab. Here you can **[Delete]** a template or use **[Save as]** to save the current template, a name will be asked.
- All messages will be saved in the Messages View ready to be sent. In order to send e-mail messages you must specify your e-mail settings in the program settings.

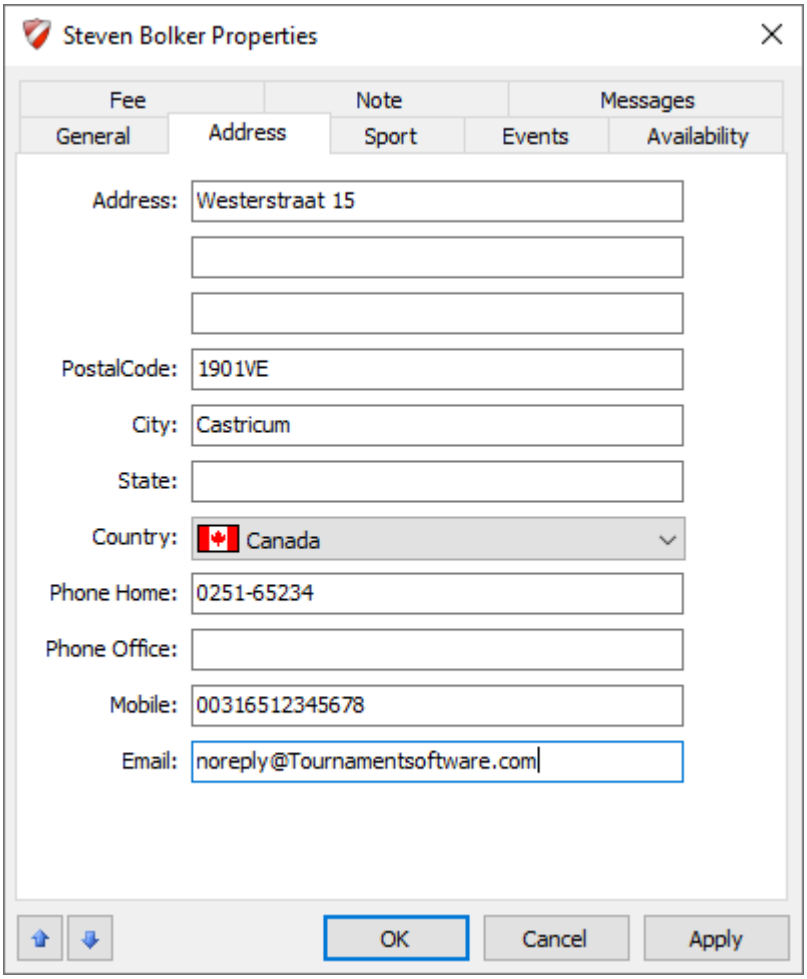
SMS

If you know the mobile number of a player, then you can send a SMS message. Select from the main menu **Messages -> Send Players SMS** and when you selected the players, the following screen will open when you click **[Ok]**:



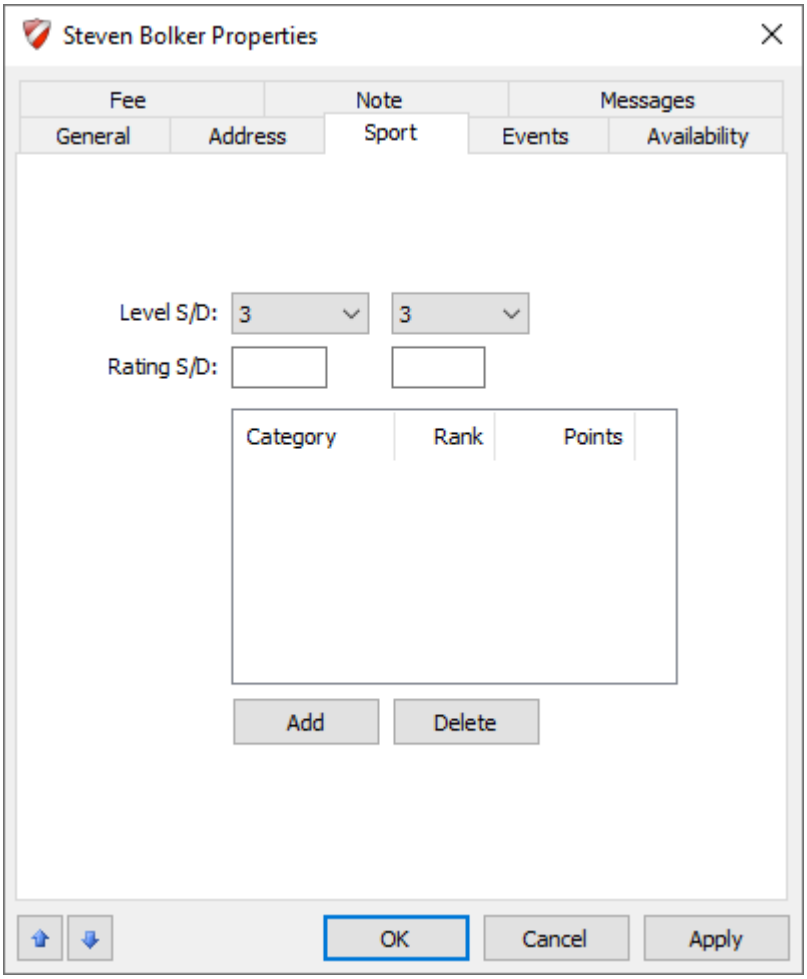
In the **Body** field you can fill in the SMS message with a maximum of 160 characters, the amount of characters used is shown in the top of the screen. If you are ready you can click **[Send]** to actually create the message. All messages will be saved in the messages view ready to be sent.

Address tab



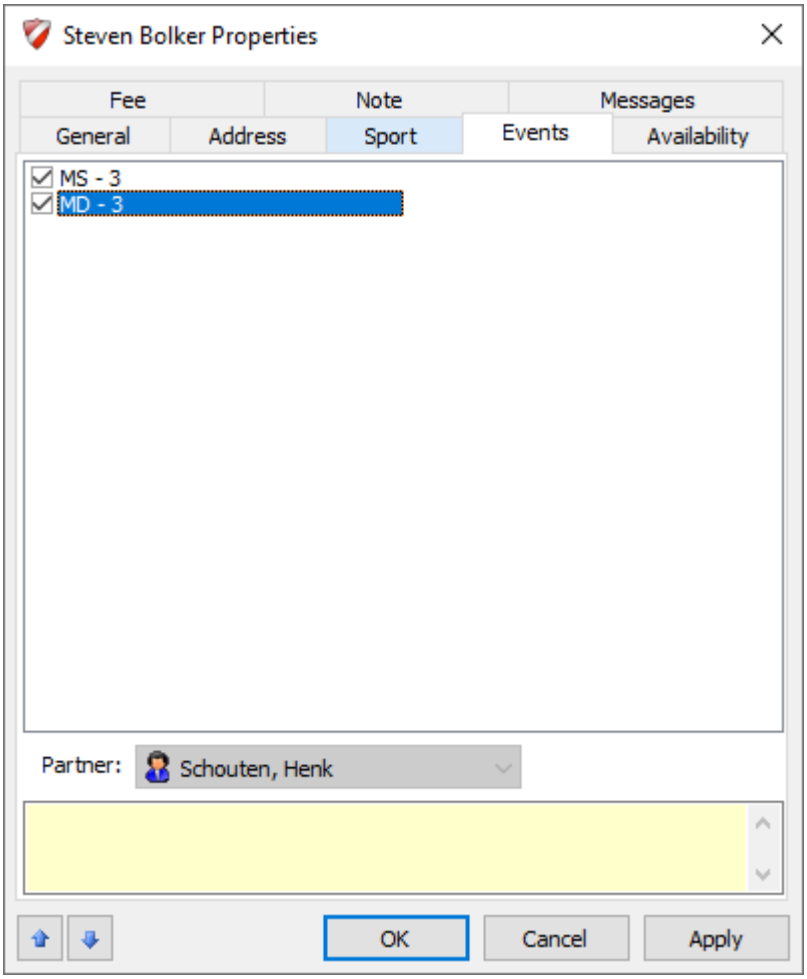
On the **Address** tab, you can fill in the contact information of the player. If you fill in a mobile number it's possible to sent the player a SMS. If you fill in an email address it's possible to sent the player an email.

Sport tab



On the **Sport** tab you can specify the level, rating and rankings of the player. The rankings can also be imported using the menu option **Player -> Import ranking**.

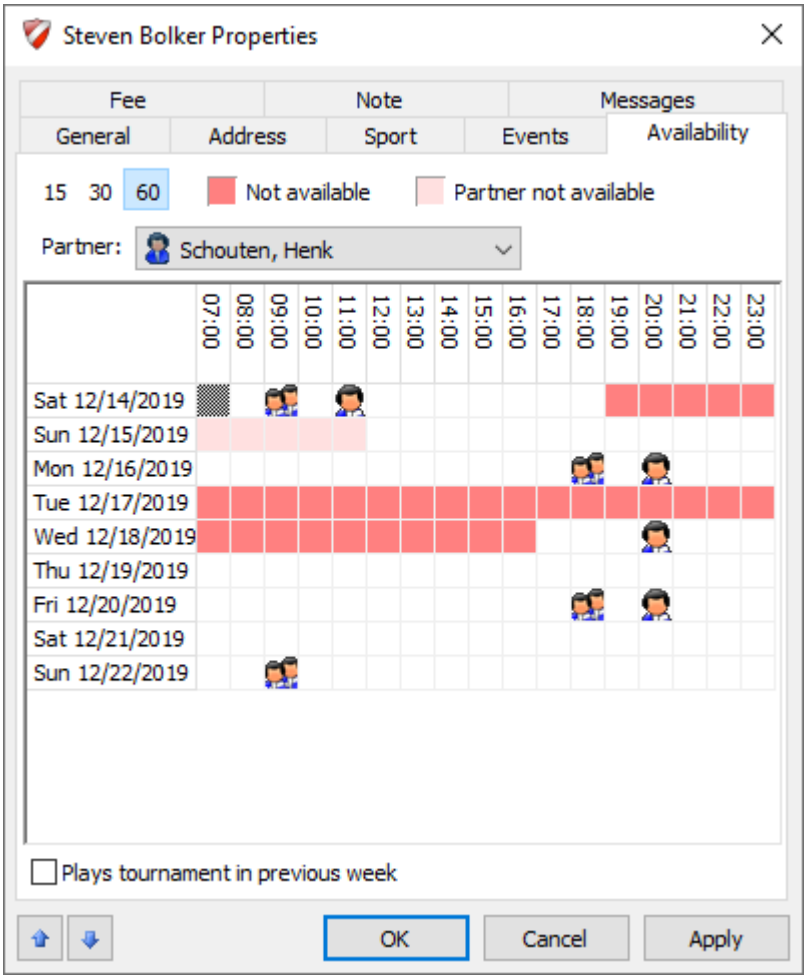
Events tab



On the **Events** tab you can select the events where the player wants to participate in. If it concerns a doubles event you can directly select the partner on the bottom. Make sure the right event is selected before choosing the partner. If player A is selected as a partner for player B, then player B will automatically be selected as a partner for player A. You can also select **Partner Wanted** as a partner. This reminds you the player is still looking for a partner.

Tip: You can also select the partner on the **Roster** view.

Availability tab



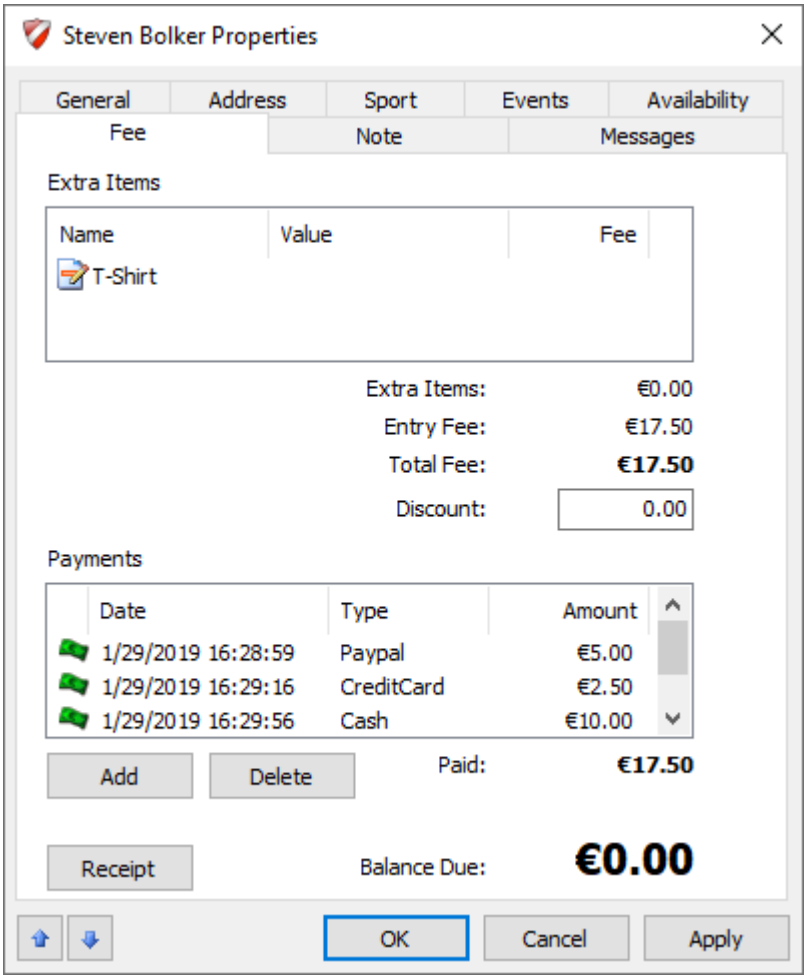
In the matrix you can fill in the availability of the player. Click with the mouse on the matrix to activate it. Now, you can move the cursor with the cursor keys. The availability can be blocked by using the **[Space bar]** (the red blocks) and you can delete them with the **[Delete]** button.

Tip: You can use the left mouse button to select multiple blocks at the same time.
Tip: Select a day-date to change the availability for a whole day at once.
Tip: After selecting a block you can also change the availability with the right mouse button.

With the buttons above the matrix can adjust the size of the time blocks. You can set it to 15, 30 or 60 minutes. The Tournament Planner always stores the availability in 15 minute blocks so there is no information lost if you switch between 15 and 60 minutes. This also makes it possible to have half or quarter filled blocks in the 60 minutes mode. When a player has scheduled matches they will show up here by showing you an icon of one person or two (for the double).

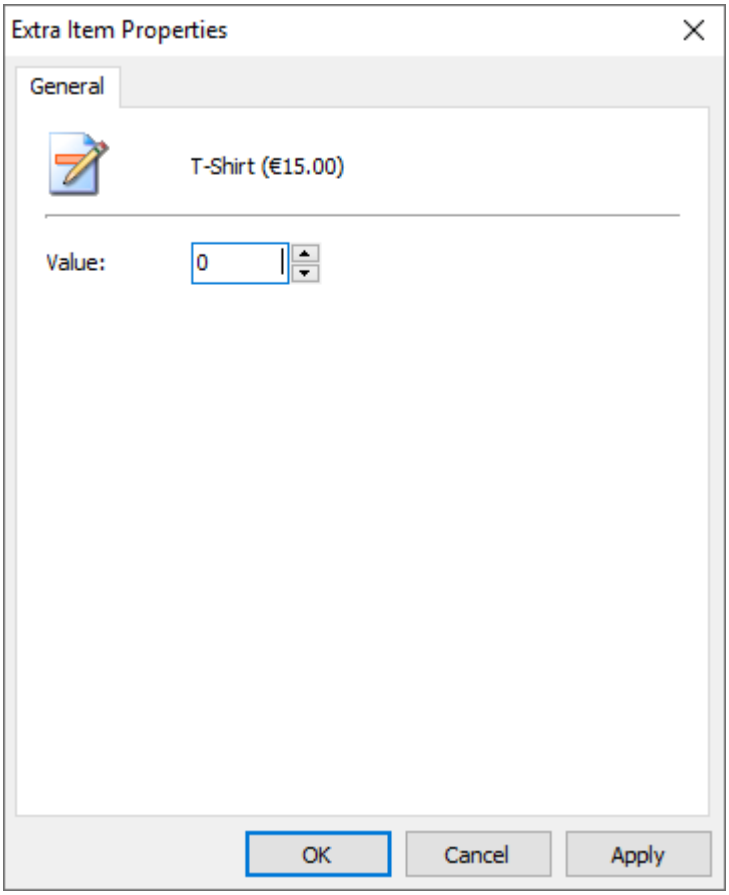
In the case of a double event the availability of the partner is displayed in pink. When a player has more then one partner, you can use the **Partner** drop down menu to switch between them.

Fee tab



During the tournament you can see on the **Fee** tab how much the player has payed and how much he still has to pay. In the **Tournament Properties** on the **Entry Fees** you can specify if the calculation of the fee is based on entry *or* participation.

You can place and specify the number of any ordered item. In this example we can select if the player wants to buy a T-shirt.
To add the T-shirt double click it and raise the number of T-shirts the player likes to buy:

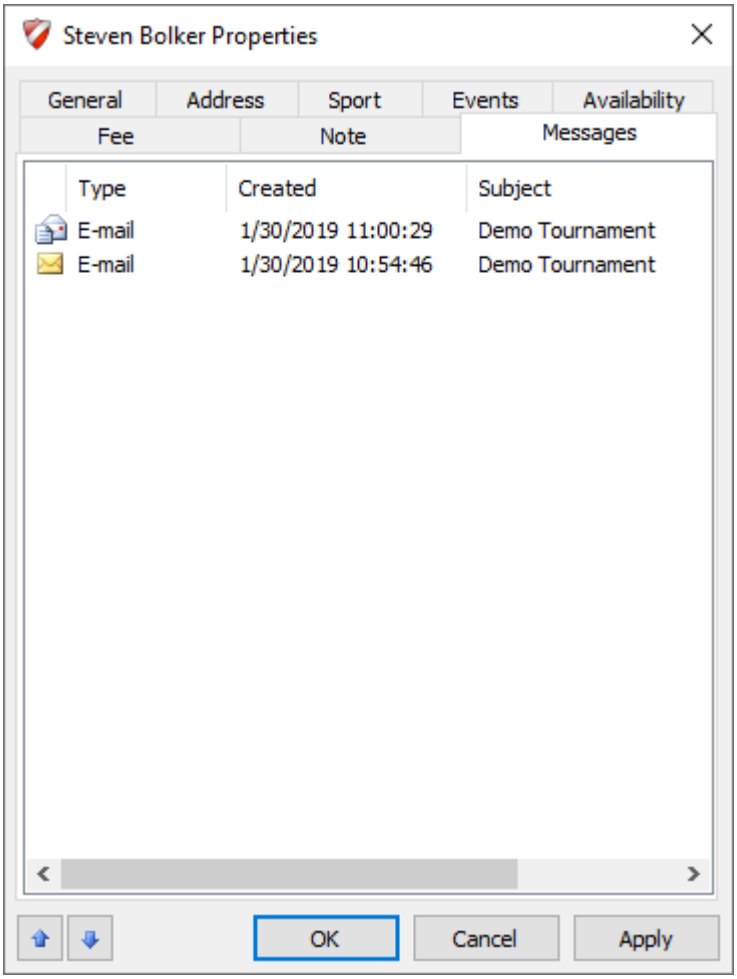


You can change the extra items in the **Tournament Properties** on the **Entry Fees** tab.
You can enter the paid amount here or on the **Match Properties** on the **Payments** tab.

Note tab

On the **Note** tab you can enter some notes about this player.

Messages tab

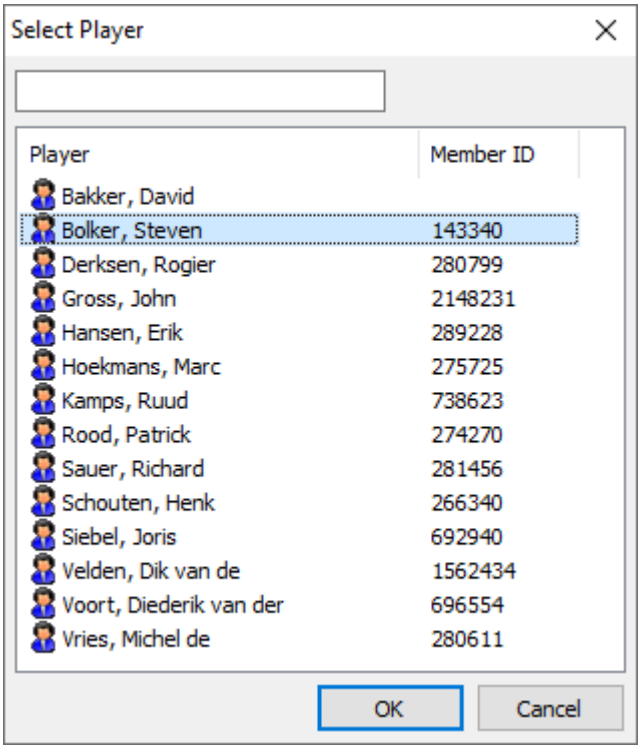


On the **Messages** tab you can see all the messages addressed to this player.

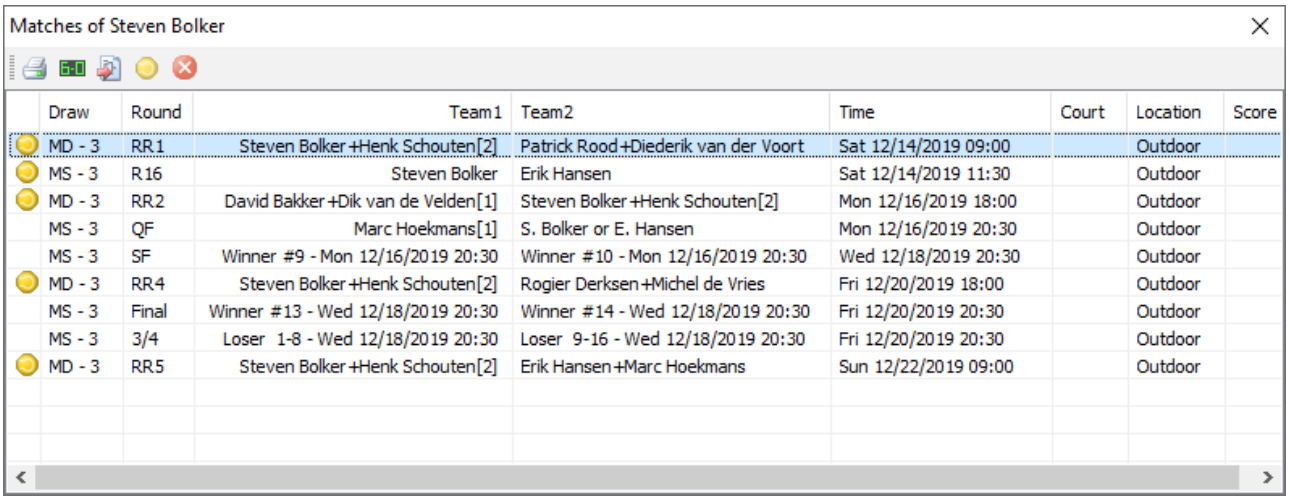
The created message, but ***not yet send*** is visible as a note and enveloppe (shown at the top).
Send messages will show the yellow enveloppe (the second message shown).

Matches of player

At any time you can press **F10** to show the matches of a player. If you press **F10** you can select a player.



Select the player and click **OK** or press **Enter**. Then you will get an overview of the planned matches of the player.

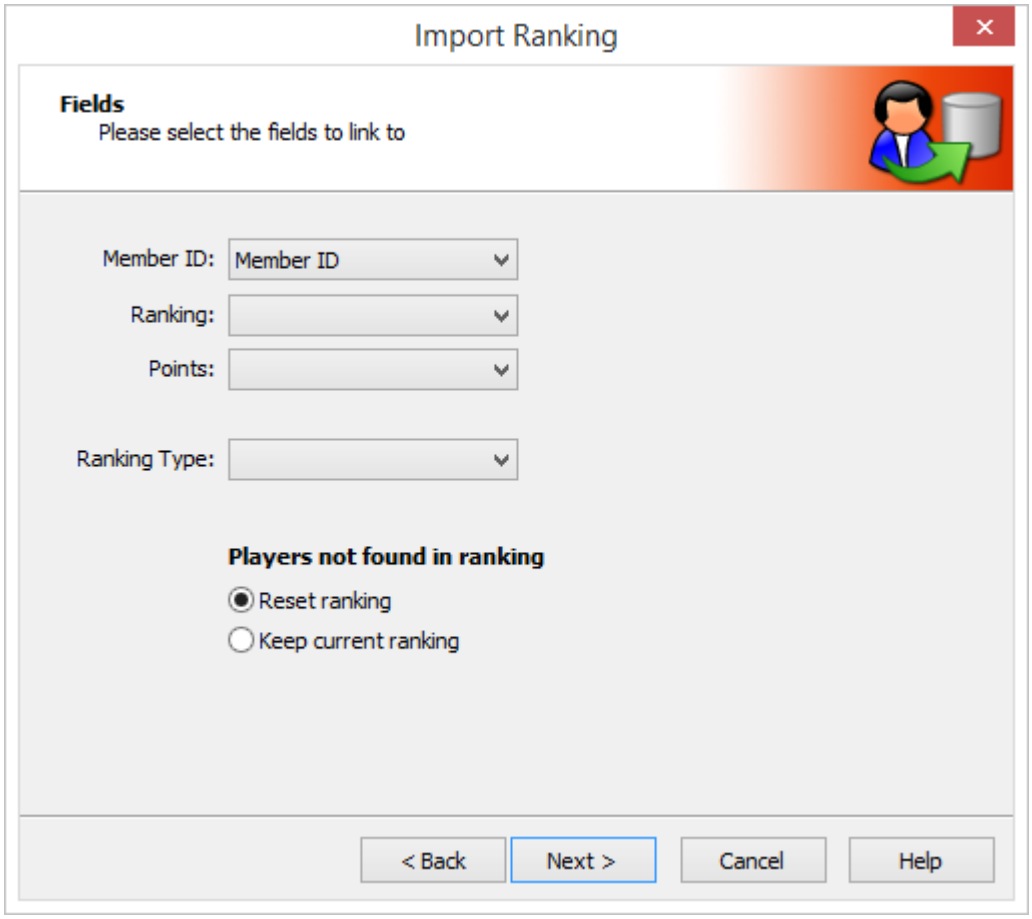


Draw	Round	Team1	Team2	Time	Court	Location	Score
MD - 3	RR1	Steven Bolker+Henk Schouten[2]	Patrick Rood+Diederik van der Voort	Sat 12/14/2019 09:00		Outdoor	
MS - 3	R16	Steven Bolker	Erik Hansen	Sat 12/14/2019 11:30		Outdoor	
MD - 3	RR2	David Bakker+Dik van de Velden[1]	Steven Bolker+Henk Schouten[2]	Mon 12/16/2019 18:00		Outdoor	
MS - 3	QF	Marc Hoekmans[1]	S. Bolker or E. Hansen	Mon 12/16/2019 20:30		Outdoor	
MS - 3	SF	Winner #9 - Mon 12/16/2019 20:30	Winner #10 - Mon 12/16/2019 20:30	Wed 12/18/2019 20:30		Outdoor	
MD - 3	RR4	Steven Bolker+Henk Schouten[2]	Rogier Derksen+Michel de Vries	Fri 12/20/2019 18:00		Outdoor	
MS - 3	Final	Winner #13 - Wed 12/18/2019 20:30	Winner #14 - Wed 12/18/2019 20:30	Fri 12/20/2019 20:30		Outdoor	
MS - 3	3/4	Loser 1-8 - Wed 12/18/2019 20:30	Loser 9-16 - Wed 12/18/2019 20:30	Fri 12/20/2019 20:30		Outdoor	
MD - 3	RR5	Steven Bolker+Henk Schouten[2]	Erik Hansen+Marc Hoekmans	Sun 12/22/2019 09:00		Outdoor	

You can print the matches, open the match properties, show the draw sheet, show the match in the match overview or close this view via the icons.

Import Ranking

You can import ranking data from an Excel file (*.xls) so the players ranking information is updated. Select **Player -> Import Ranking** from the main menu, click the ... button to select an Excel file.



Click **[Next]** to link the fields. Now you can link the fields of your import file to the fields of the Tournament Planner.
The **Ranking Type** indicates the type of ranking you want to import. Finally you can select what happens to the ranking data of a player who is not found in the import file.

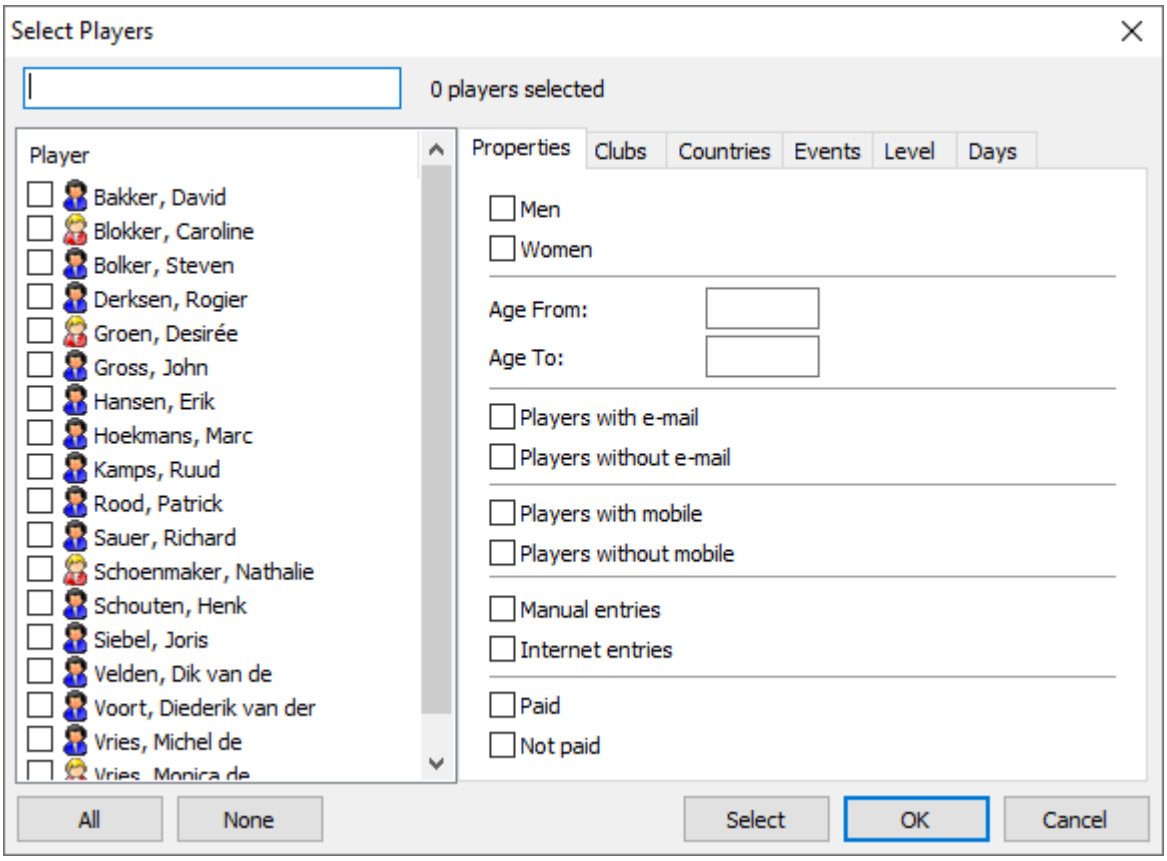
- **Reset ranking**
  Clear the existing ranking.
- **Keep current ranking**
  The existing ranking will be kept.

Selecting Players

With several actions in the Tournament Planner you have the options to select players, for example when sending e-mails. This screen allows to to make selections based on different criteria.

On the left side you see a list of all the players in your tournament. You can select manually by checking the players yourself. Click **[All]** to select all players. Click **[None]** to de-select all players. Click **[OK]** when you are done selecting players.

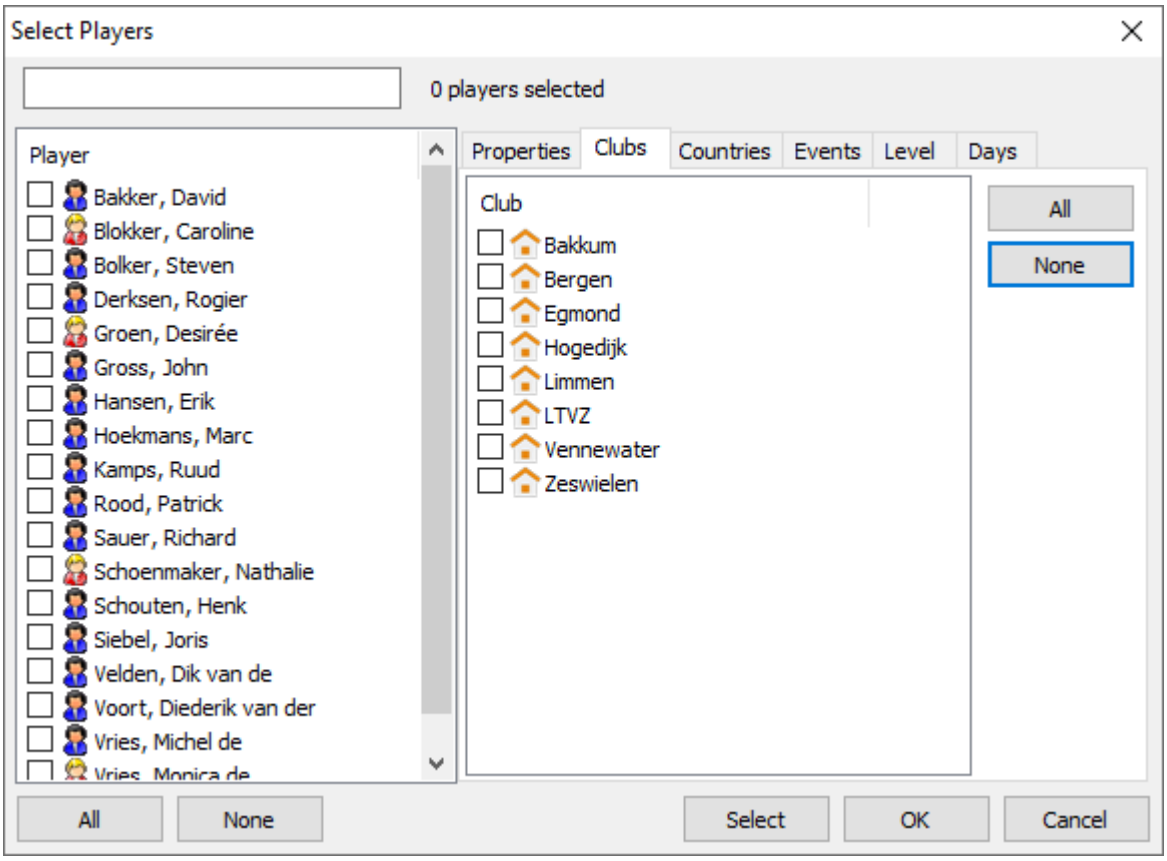
Properties tab



On this tab you can select the properties a player must have to be selected. You can select all *Men*, all *Women*, or players of a certain *Age* range. You can make a selection on players *with* or *without e-mail*, *Manual* or *Internet Entries* and players who have *Paid* or *Not paid*.

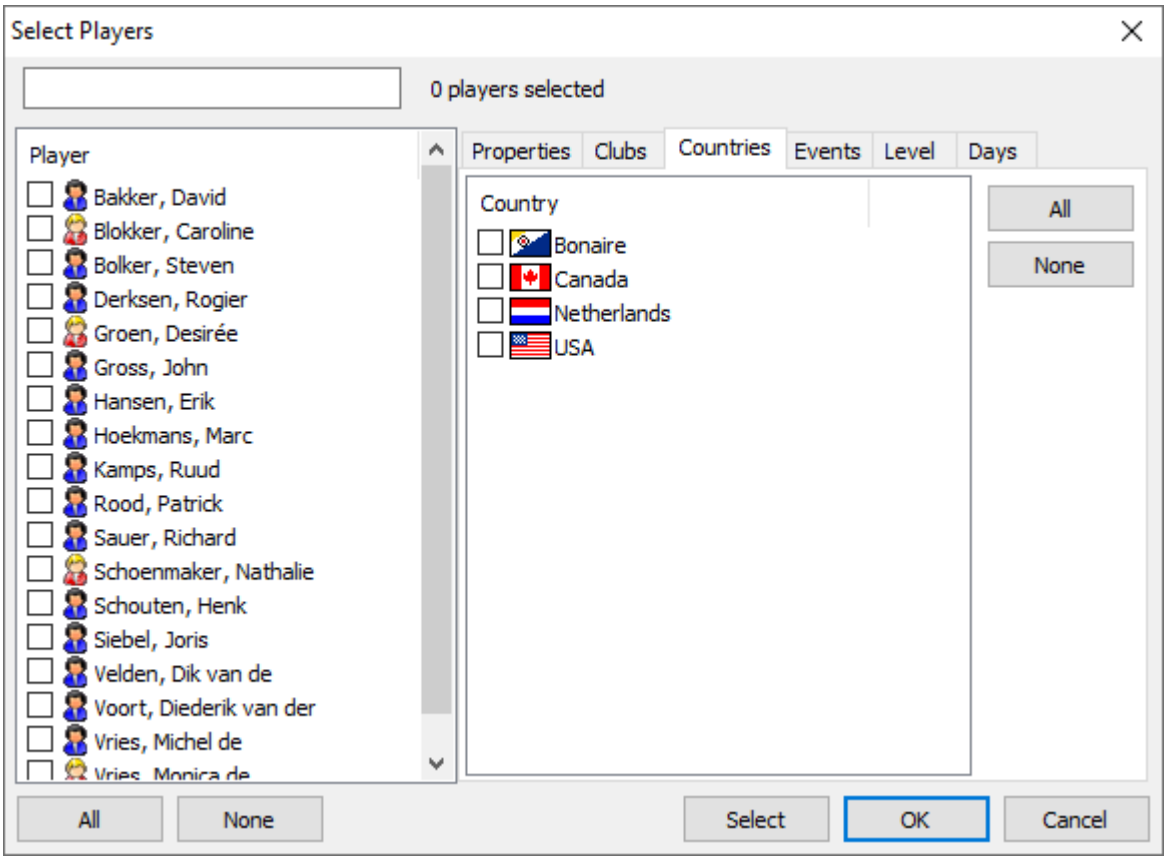
Click **[Select]** to *add* players to the selection who match one of the selected properties.

Clubs tab



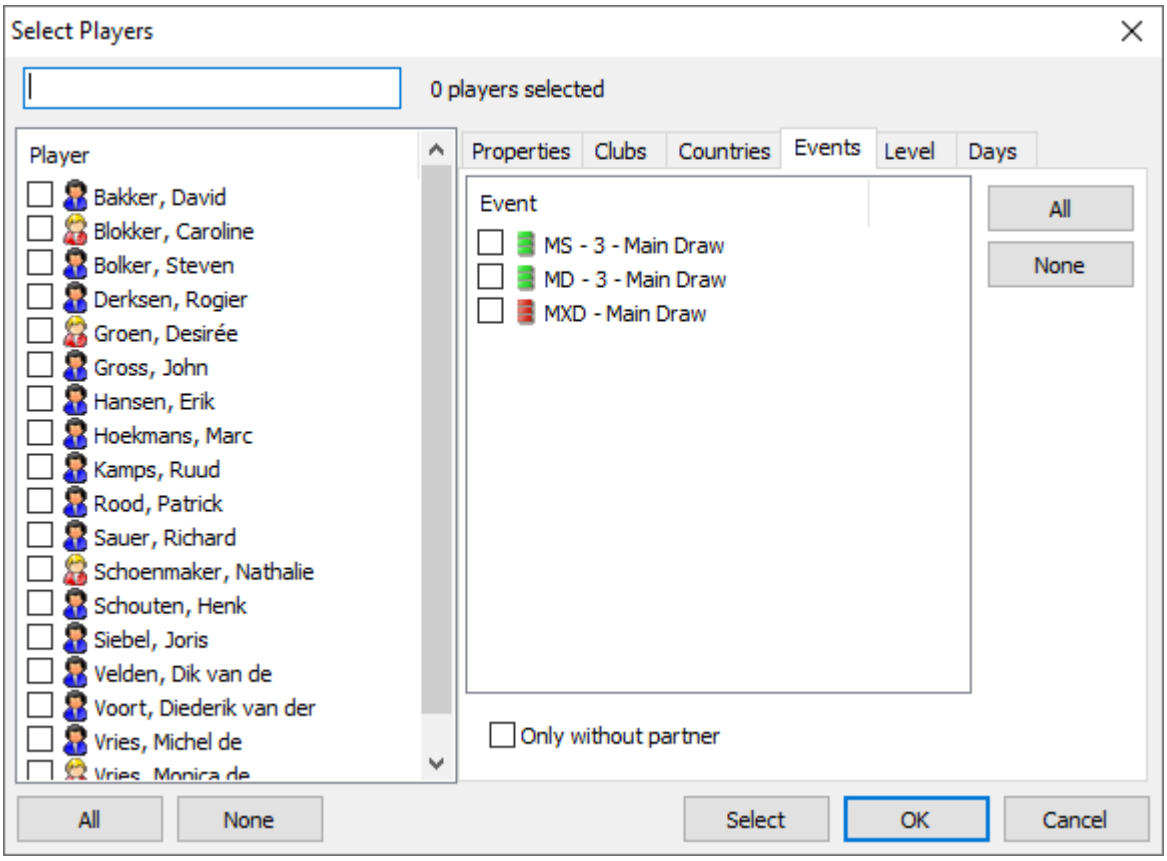
On the clubs tab you can select one or more clubs. All members of the selected clubs will be added to your selection when you click **[Select]**.

Countries



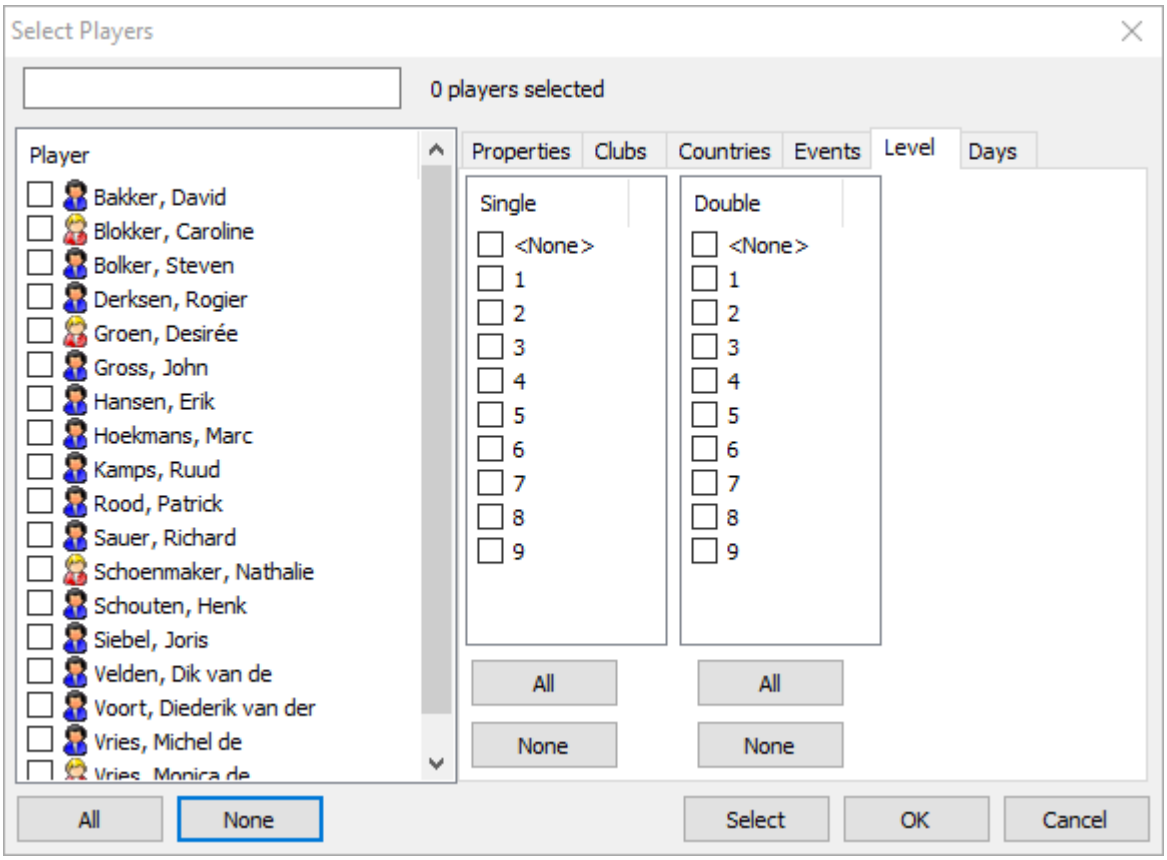
On the countries tab you can select one ore more available countries. All members of the selected countries will be added to your selection when you click **[Select]**.

Events tab



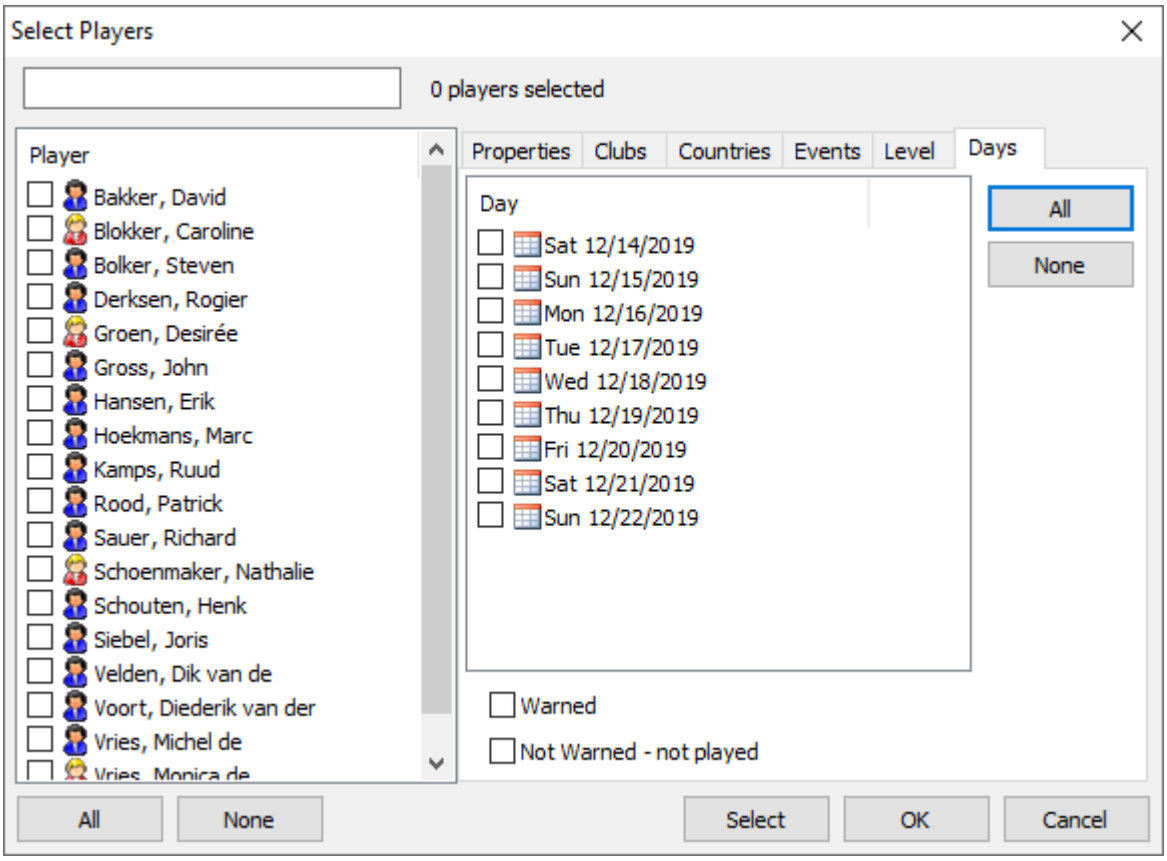
On the events tab you can select all players entered for the selected events. Click **[Select]** to add the players of the selected events.
When **Only without partner** is checked, only the players, from the selected event, without a partner will be selected.

Level tab



On the level tab you can select players of a certain player level. Click **[Select]** to add the players to your selection.

Days Tab



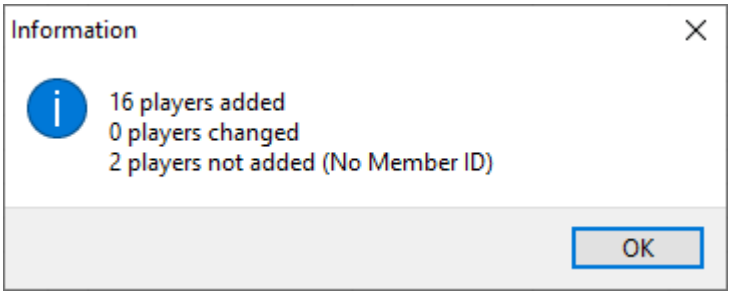
On the days tab you can select all players who have to play a match on the specified date. Click **[Select]** to add the players of the selected days.
If you add the selection "Not Warned - not played" players will not receive a mail a second time (if nothing has changed).

Player Database

The **Player Database** makes it possible to manage player data from multiple tournaments.

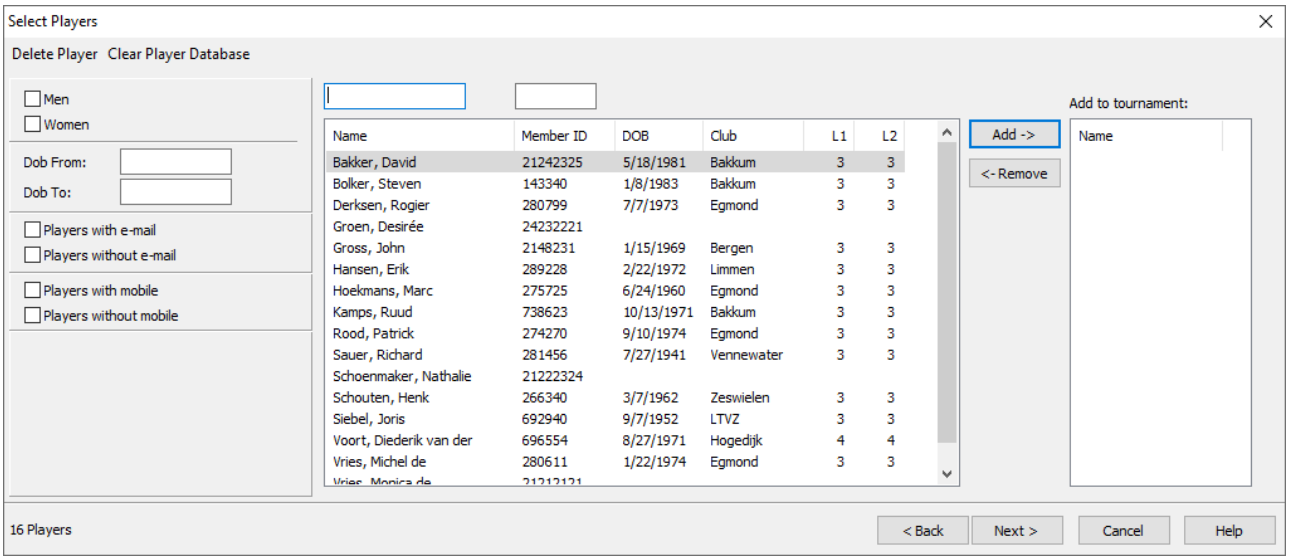
Copy to player database

Select **Player -> Player Database -> Copy to player database** from the main menu. All players of the current tournament are now copied to player database. You can now pickup players from the player database for another tournament. This way you don't have to fill in all data of the players again, but only select the events and the availability. Players *without a member id* are *not stored in the player database*. If a player already exists in the player database the old data will be replaced.



Pickup from player database

You can easily pickup players stored in the player database for a new tournament. Select **Player -> Player Database -> Pickup From Player Database** from the main menu or press **[F3]**.



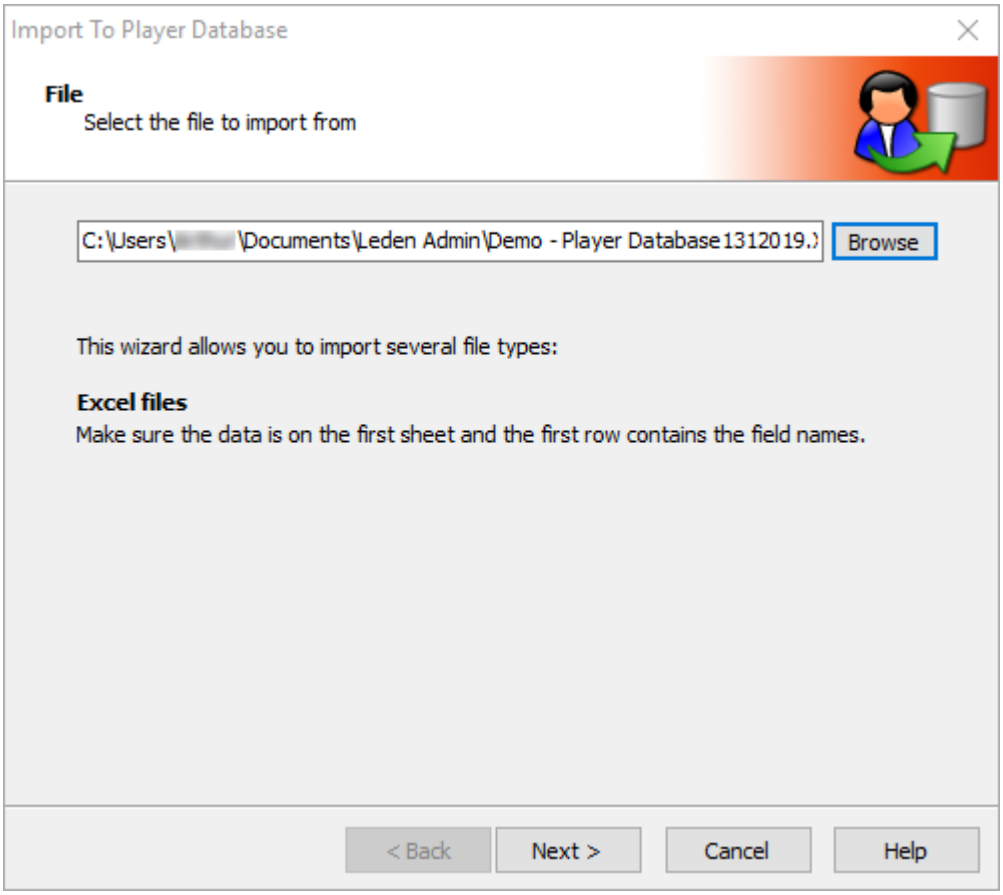
Select the players that you want to add to the current tournament. In the two fields on top of the screen you can fill in the last Name or (part of) the Member ID of the player you are looking for. Double click the player or click on **[Add]**.

If all players you want to add are listed on the right you can click **[Next]**.

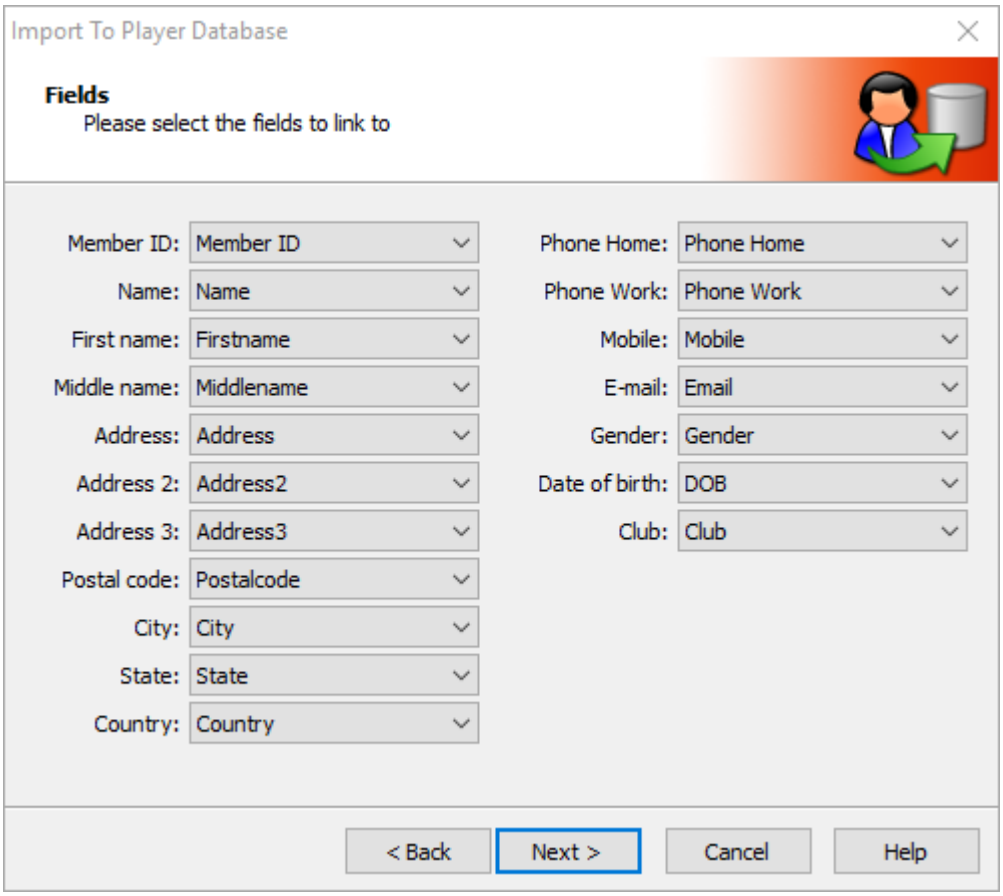
You can select an event for the players if you like. Click **[Finish]** to add the selected players to your tournament (and add the selected event(s)). Check if personal data like the address or level hasn't changed. If you click on **[Delete Player]** the player will be removed from the player database. By clicking **[Clear Player Database]**, all the players are removed from the player database.

Import to player database

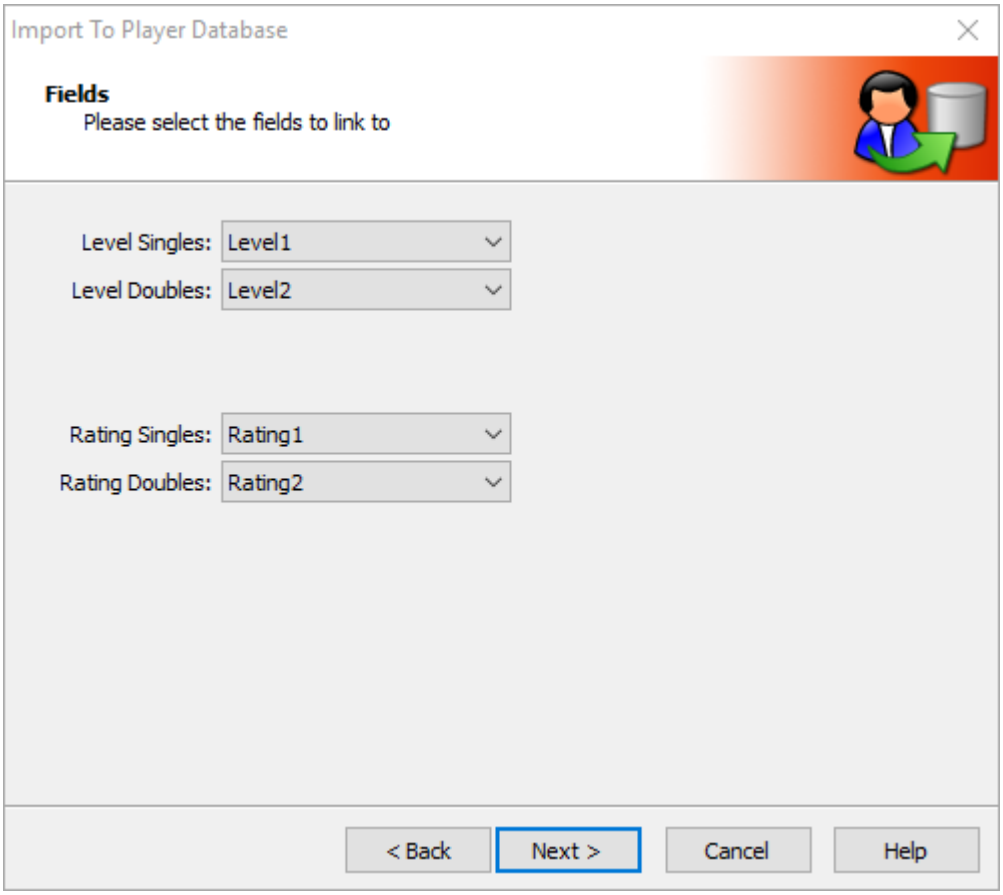
You can also import data from your member administration. Export all the data of your member administration program to an Excel (*.xls or *.xlsx) file. After that, these files can be imported in to the player database. Select **Player -> Player Database -> Import to player database** from the main menu.



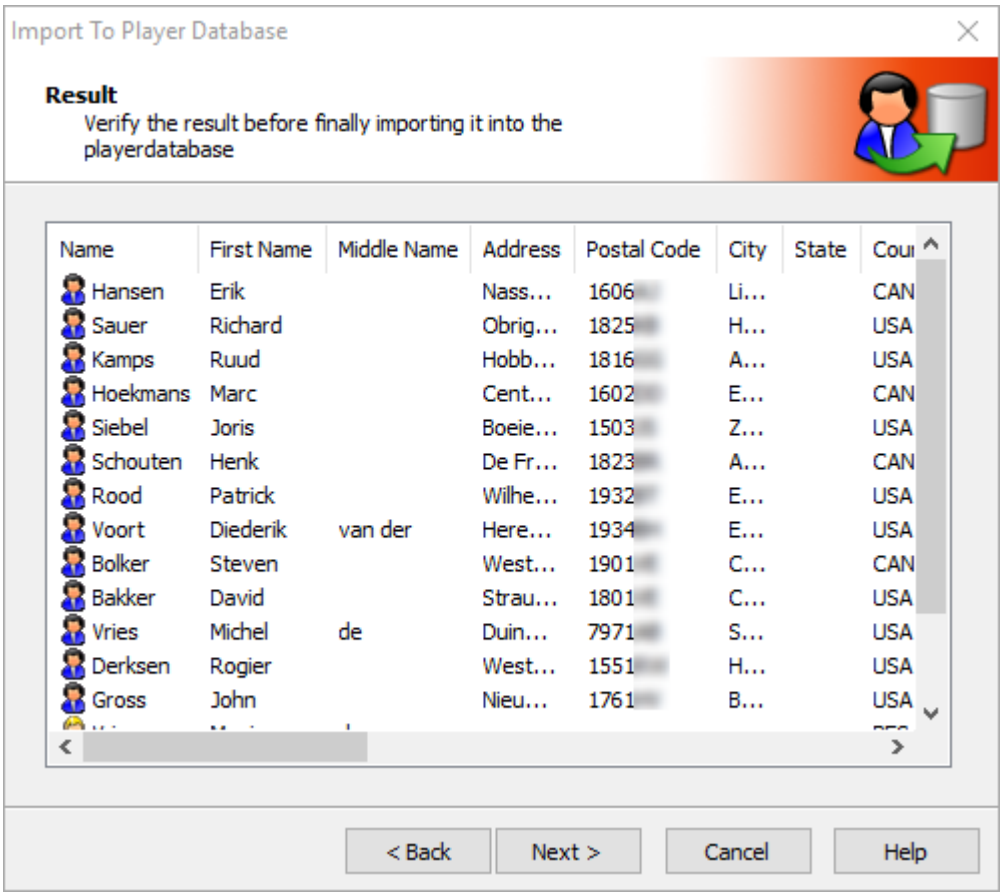
Click on the **[Browse]** button to select the Excel file you want to import. Click **Next** to link the fields.



Now you can link the fields of your import file to the fields of the Tournament Planner. The Tournament Planner will try to create a link automatically using the field names (first row of the file). You can link the missing fields by hand. If not all data is present in your Excel file, then this won't appear in the payer database of the Tournament Planner. Click on **Next** to continue.



If the level and rating are available these can be added in the Player Database. Click **[Next]** to continue.



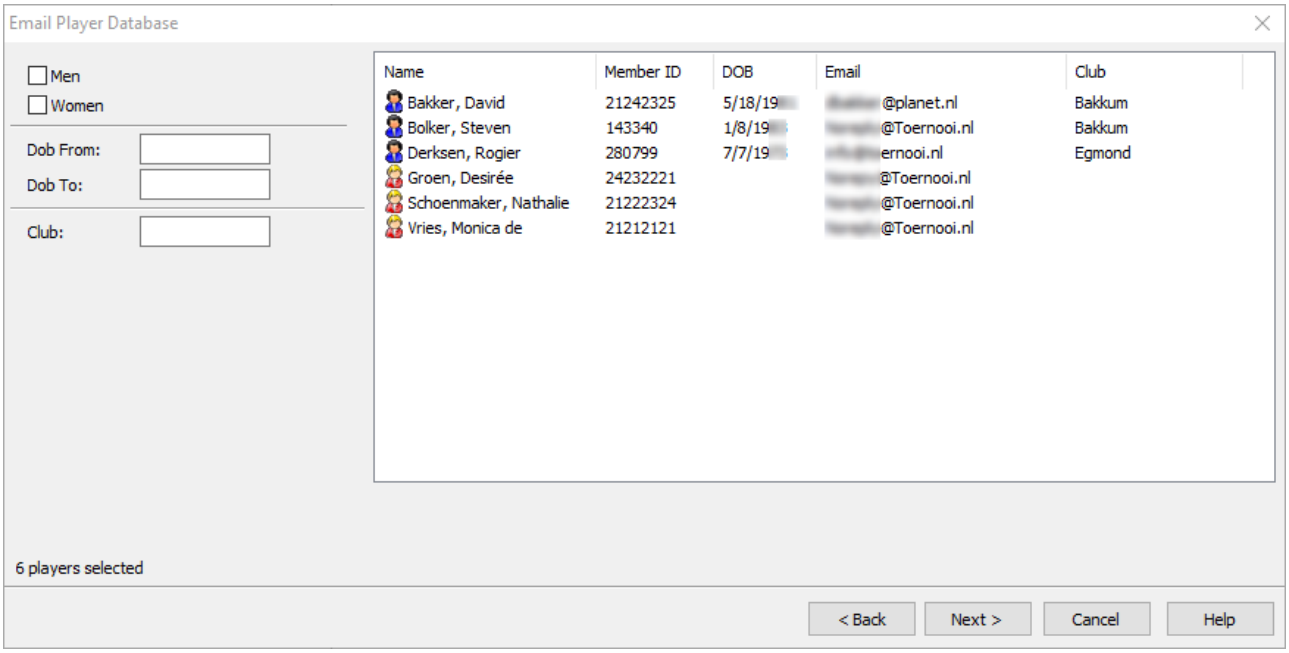
The result is shown. Now you can check if the right data is filled in the right fields. You can go back to make changes if necessary. Click on **[Next]** to import the players in to the player database.
Attention: Players without a member id will not be stored in the player database. If a player already exists in the player database the old data is replaced.

Export player database

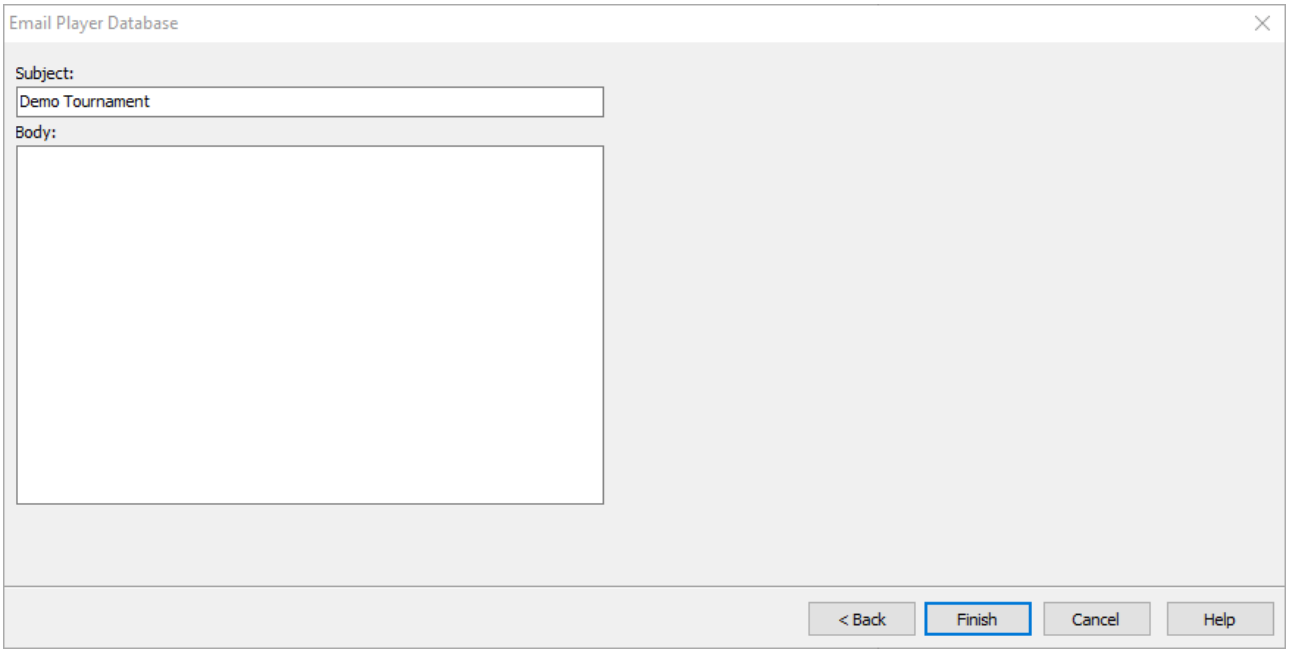
You can also export the player database to an Excel file (.xls). You can import this file in your member administration or it can be used for a mail merge by MS-Word. Select **Player -> Player Database -> Export Player Database** from the main menu.

Send e-mails to players in Player Database

You can send players an e-mail directly from the Player Database.
Go to **Player** -> **Player Database** -> **Email Player Database**.



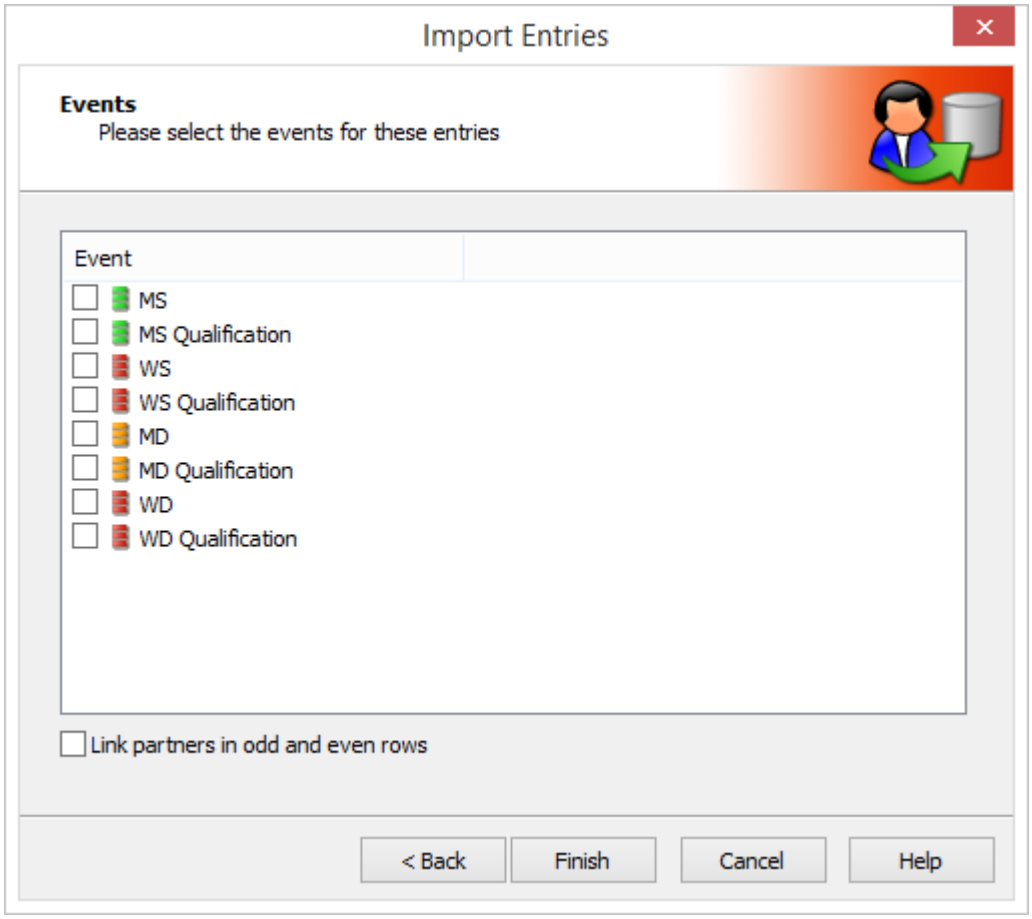
You can filter on **Men, Woman, Dob From - Dob To** and **Club**.
Players who don't have an e-mail address won't be in the list.
Click **[Next >]** to enter your e-mail message.



By default the tournament name (Demo Tournament) will be in the Subject. Click **[Finish]** to send your email.

Import Entries

You can also use a Excel file (*.xls or *.xlsx) to import players directly into your tournament without using the player database. Select **Player -> Import Entries** from the main menu. The Import Entries function works similar to importing into the player database.

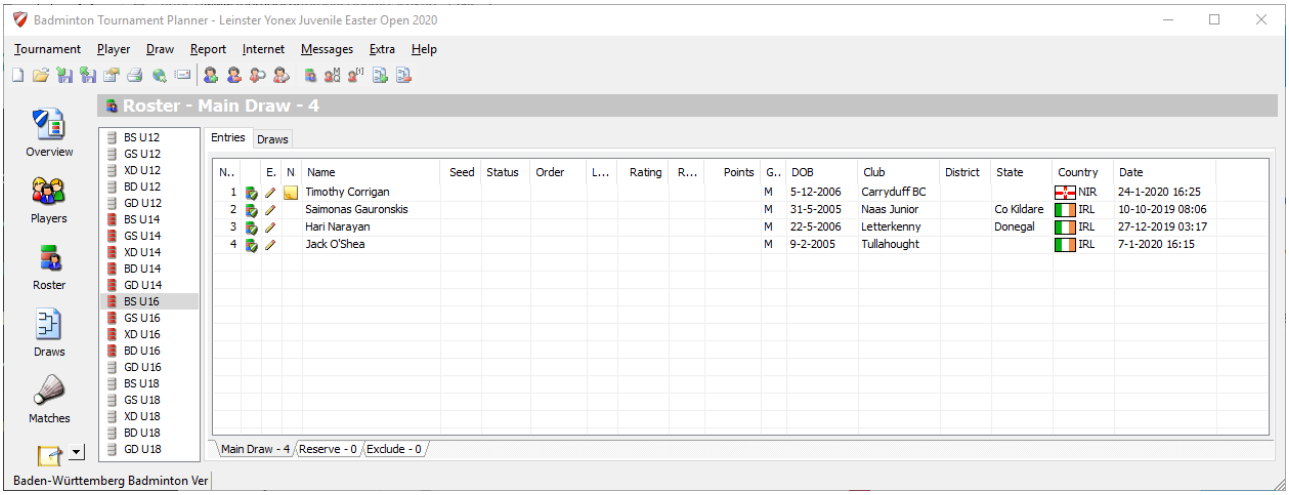


After selecting the players you can also select in which events the selected player will be entered. Therefore you want to have separate Excel files for each of your events. If a player already exists in your tournament, only the selected event will be *added*.

Roster

By clicking the **Roster** button in the Outlook bar (left) you will enter in the **Roster** view. On the left you can select an event. On the right you will get an overview of the players participating in the event. You can also create draw sheets per event. You can find an explanation of the event colors at tournament properties, **Events** tab.

Entries tab



On the **Entries** tab you find a list with all the players participating in the event. All the relevant information to do with the seeding and making draws is listed.

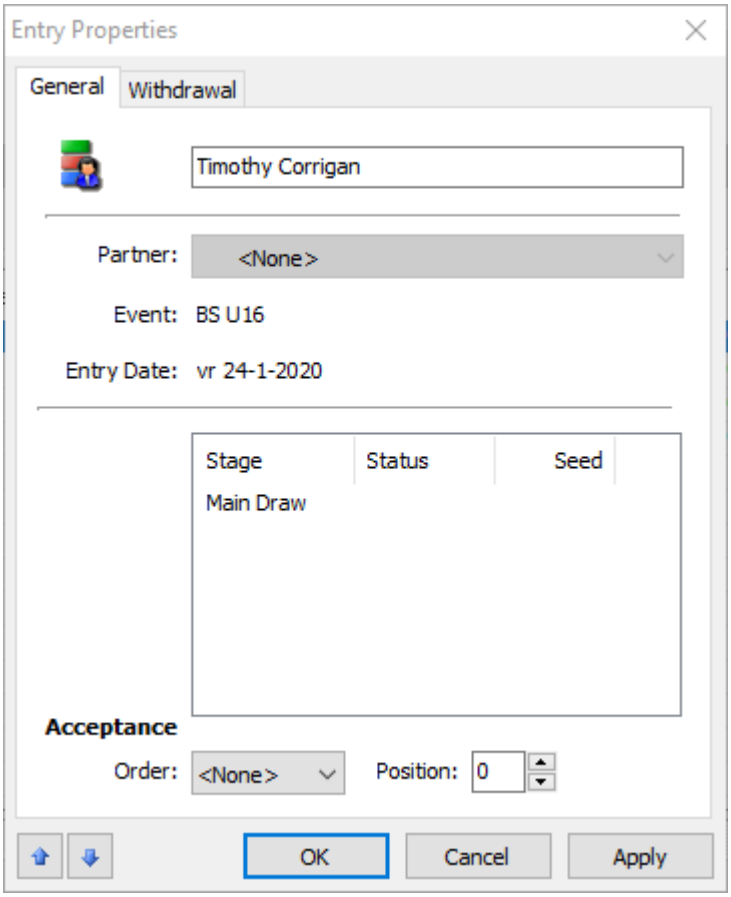
Click any column name to sort the list. If you double click an entry, or if you select the **Properties** by right clicking the entry, you can change some of the entry properties.

Double Event
In a double event both players have to fill in there partner.

The entries can be subdivided into the different stages

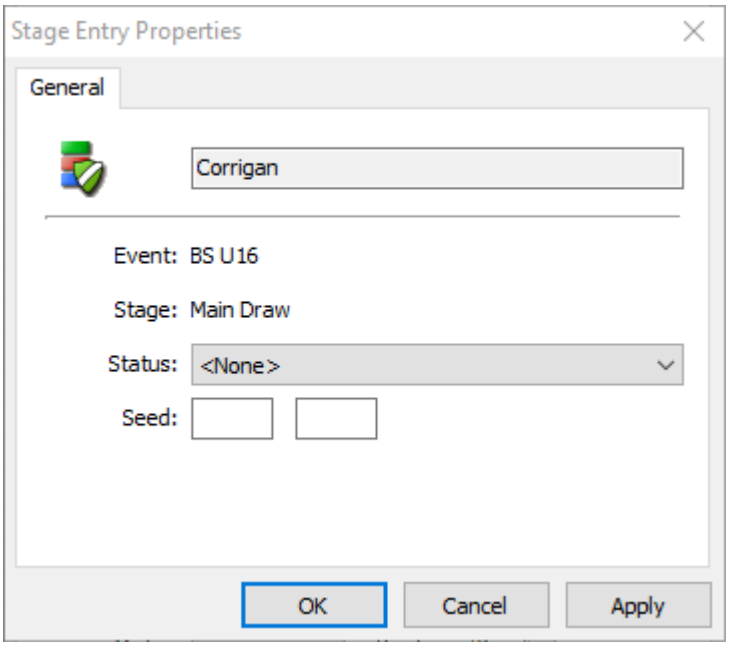
Entry properties

If you double click an entry, or if you select the **Properties** by right clicking the entry, you can change some of the Entry Properties.

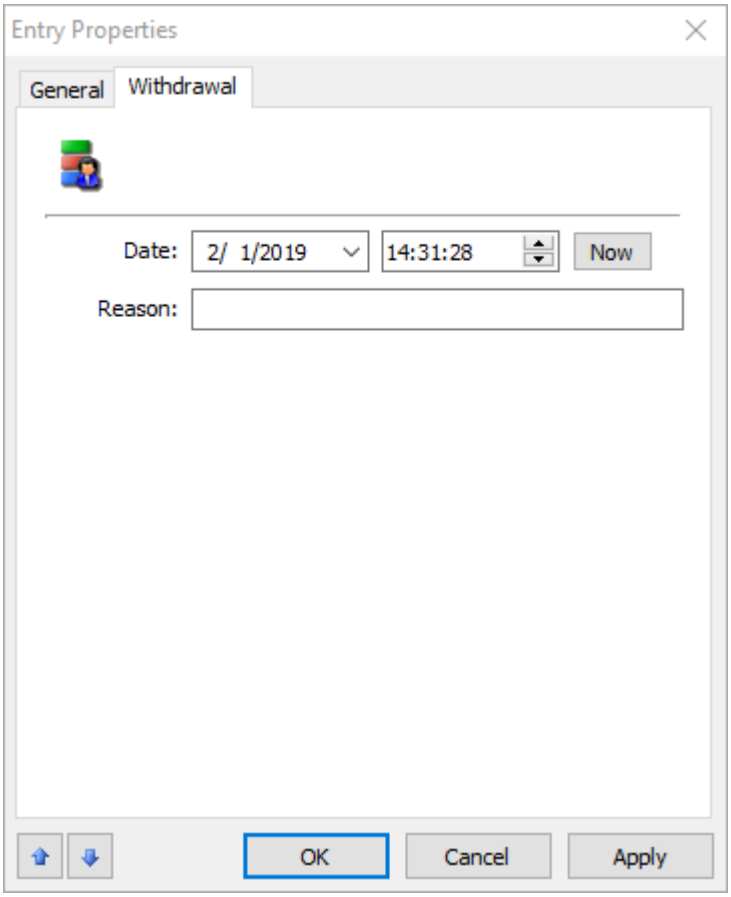


Under **Acceptance** you can fill in the acceptance position for **Main**, **Qualifying** ("Qual") and **reserve** ("Res").

You can give each stage a **Seed**, for example 1, 3/4 or 5/8. You can adjust the **Status** (Wildcard, Lucky Loser, Qualifier, Direct Acceptance, Disqualified, Protected Ranking, Special Exempt, Alternate and Withdrawn). You can have separate seeding's for each stage. When making the draw the right one is automatically used. In the tab **Events** of the **Tournament Properties** you can select for each event separately if you want to use the **Separate Seeding**.

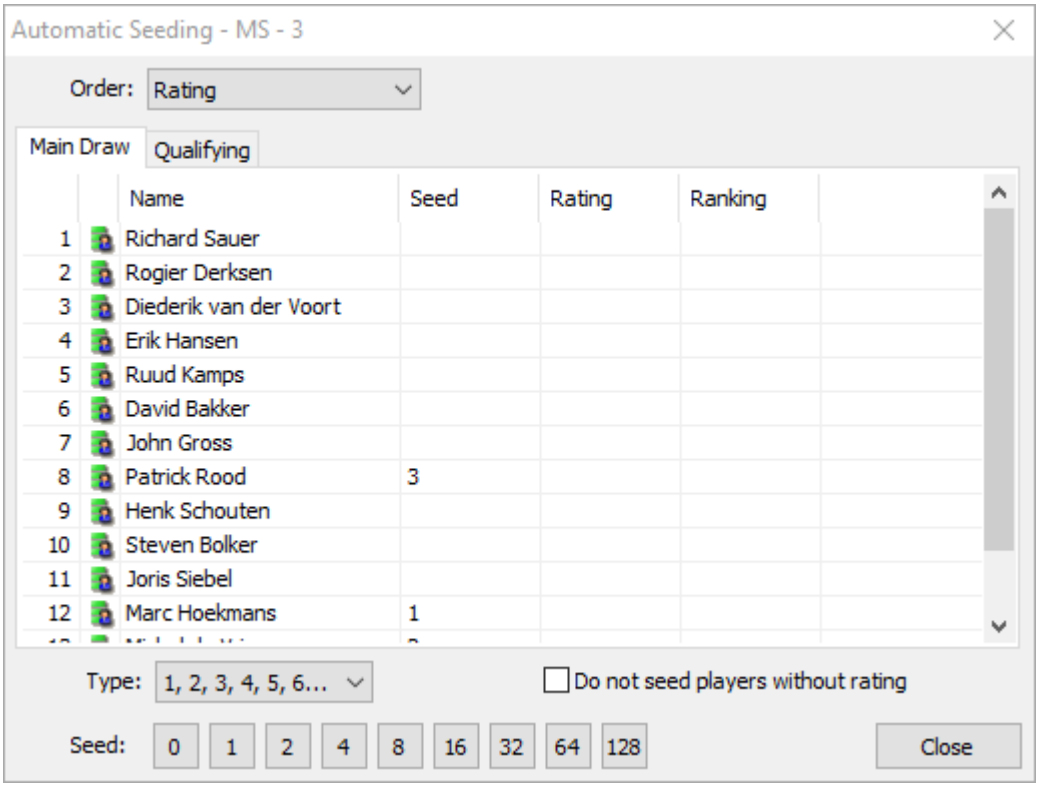


On the **Withdrawal** tab you can fill in the reason and the time of withdrawn:



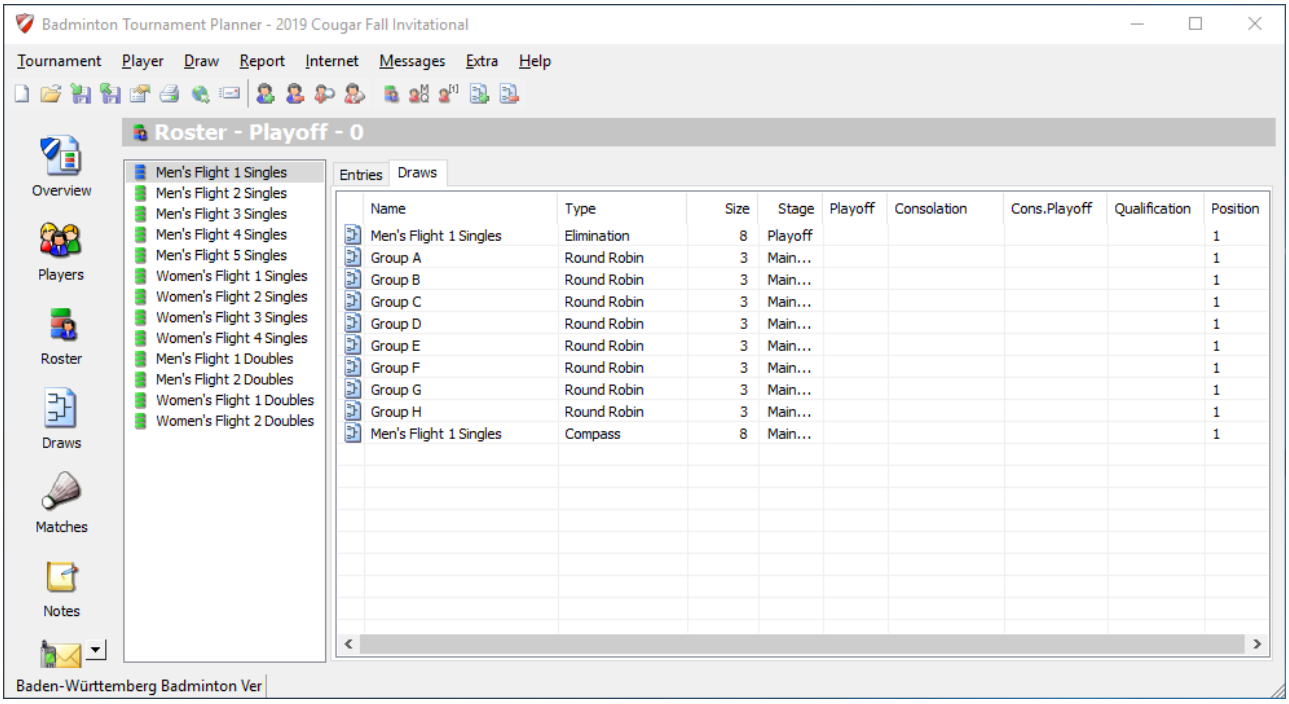
Automatic Seeding

Click on the **Automatic Seeding** button in the toolbar .



You can sort the entries on rating or ranking. Use one of the buttons 2, 4, 8, 16, 32 to seed that number of entries. Click on **0** to remove all seeds.

Draws tab



On the **Draws** tab you can view the draw sheets per event. The following properties are shown:

- Name
- Type
- Size
- Stage
- Playoff
- Consolation
- Cons.Playoff
- Qualification (Yes/No)
- Position

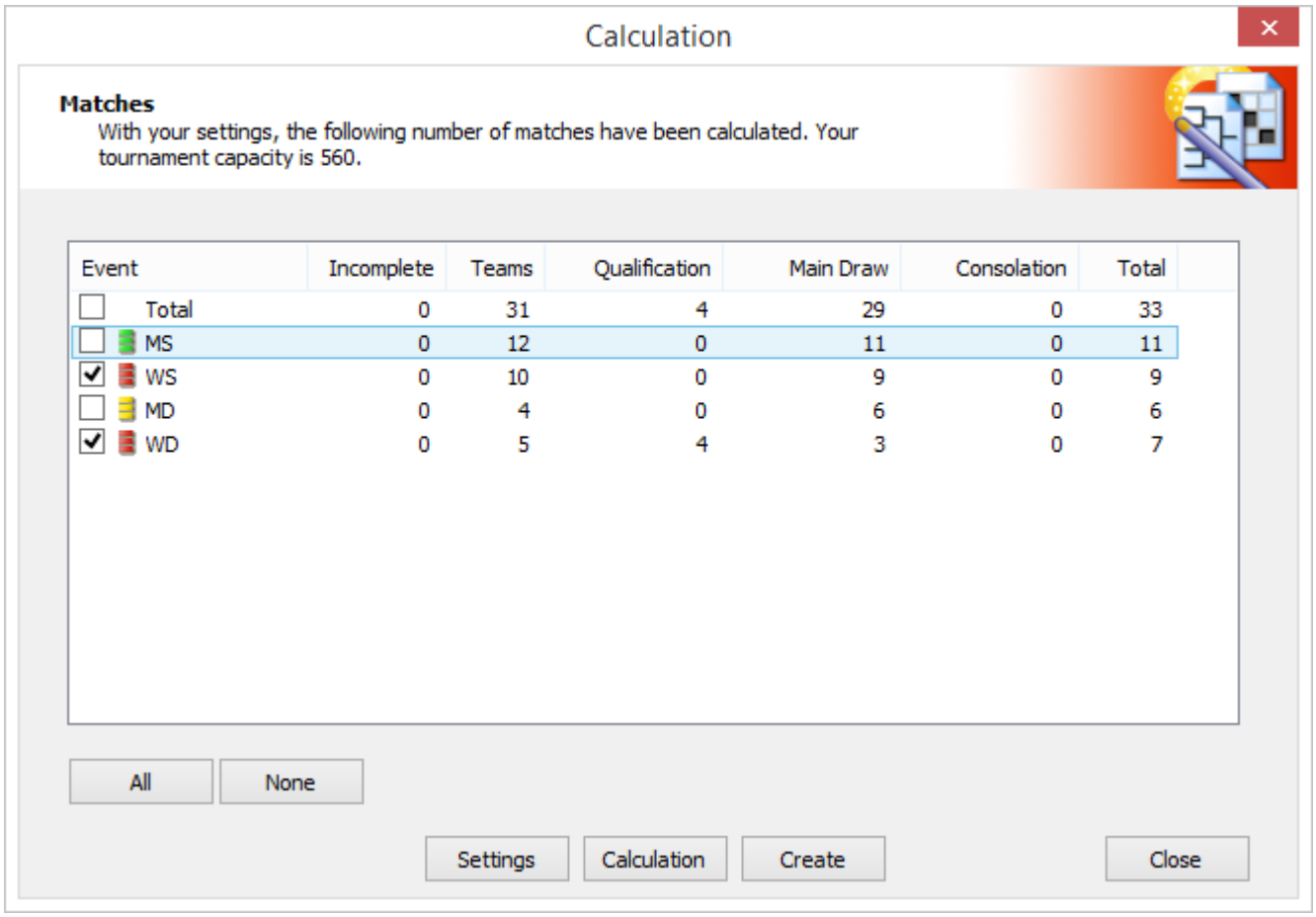
If you click **Add Draw**, the **Draw Wizard** is started. Click **Delete Draw** to delete a draw.

Calculation

During the entry period of your tournament it is possible to calculate the total number of matches based on the number of entries. Select **Draw -> Calculation** or **[F11]** to show the calculation screen.

Calculation - Calculation

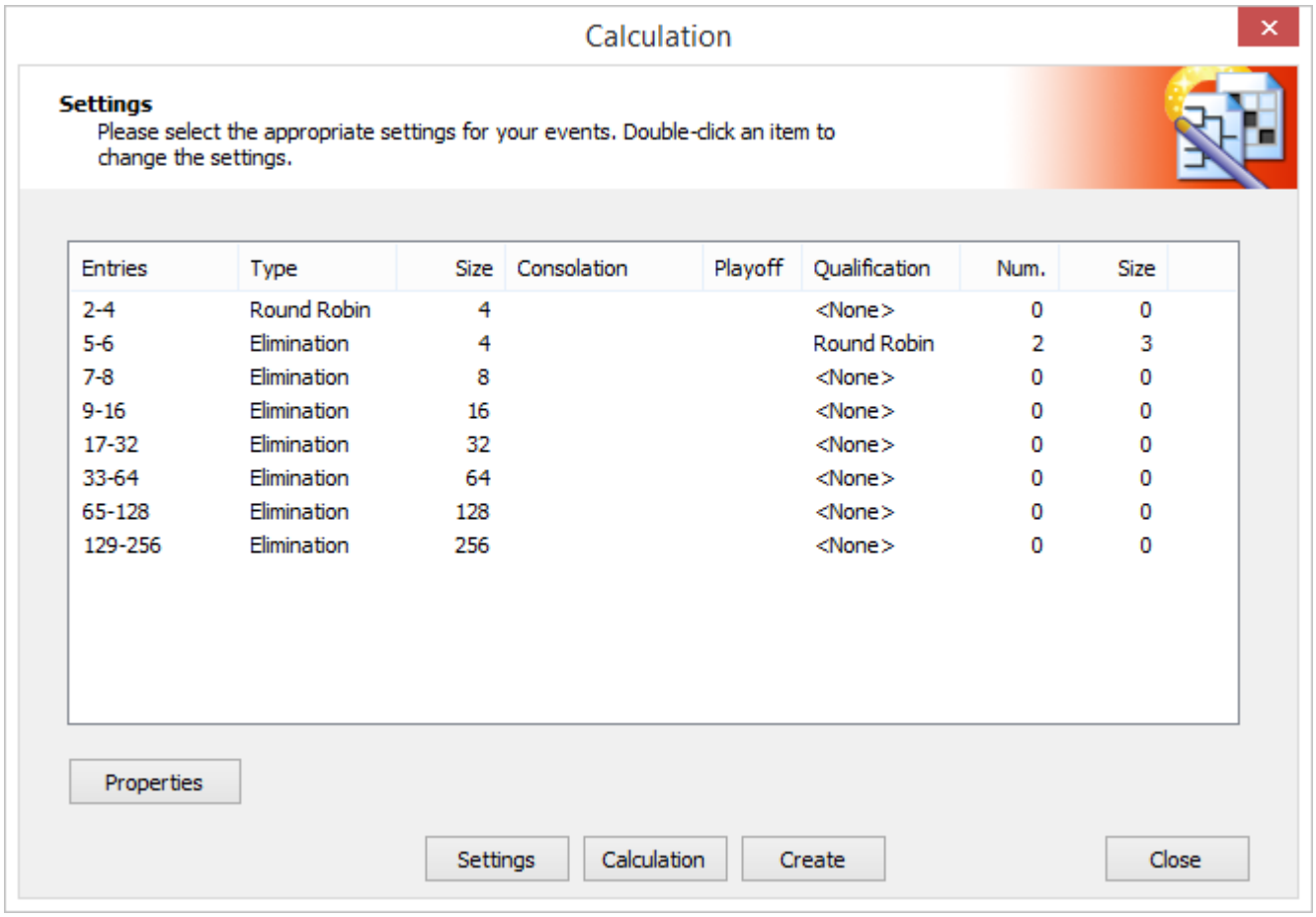
You will see a list of all the events and the number of matches in the qualification and the main draw. These calculations are based on a number of settings which you can adjust yourself. Click on **[Settings]** to show the calculation settings.



When your entry is closed and you are happy with the settings you can make the draws for all your events at once. Check all the events which you want to create the draws for and click **[Create]**. Within seconds your draws are created and you are ready to do the seeding and make the draws.

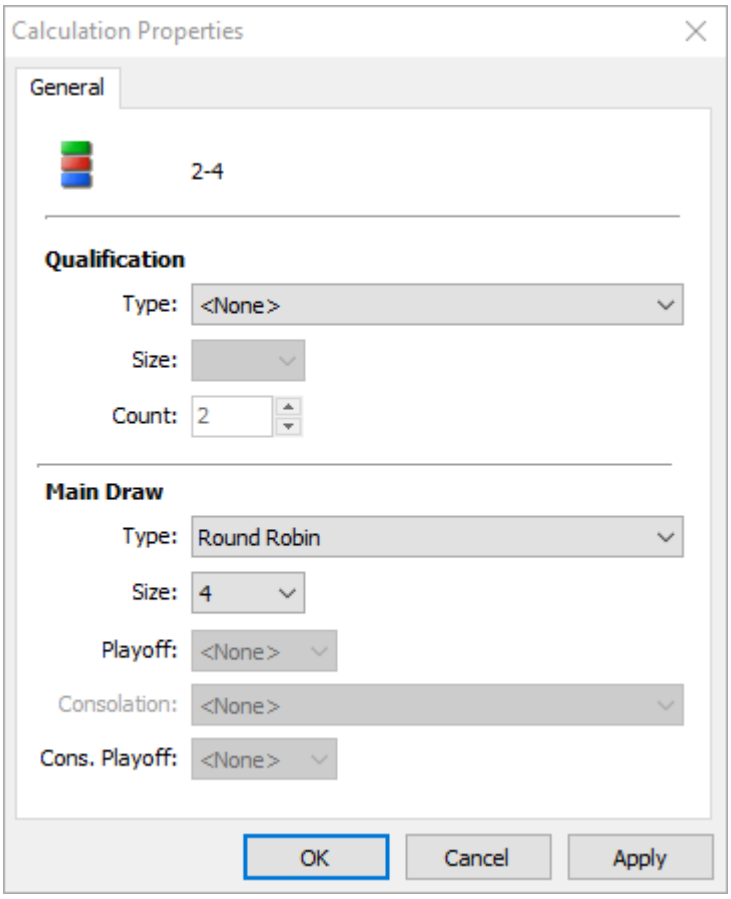
If you want to have different draws for specific events uncheck these events before you create the draws. You can still add draw to this event by using the **Draw Wizard** from the main menu.

Calculation - Settings



For various numbers of entries you can set the type of draw. Double click a setting to change the draws.

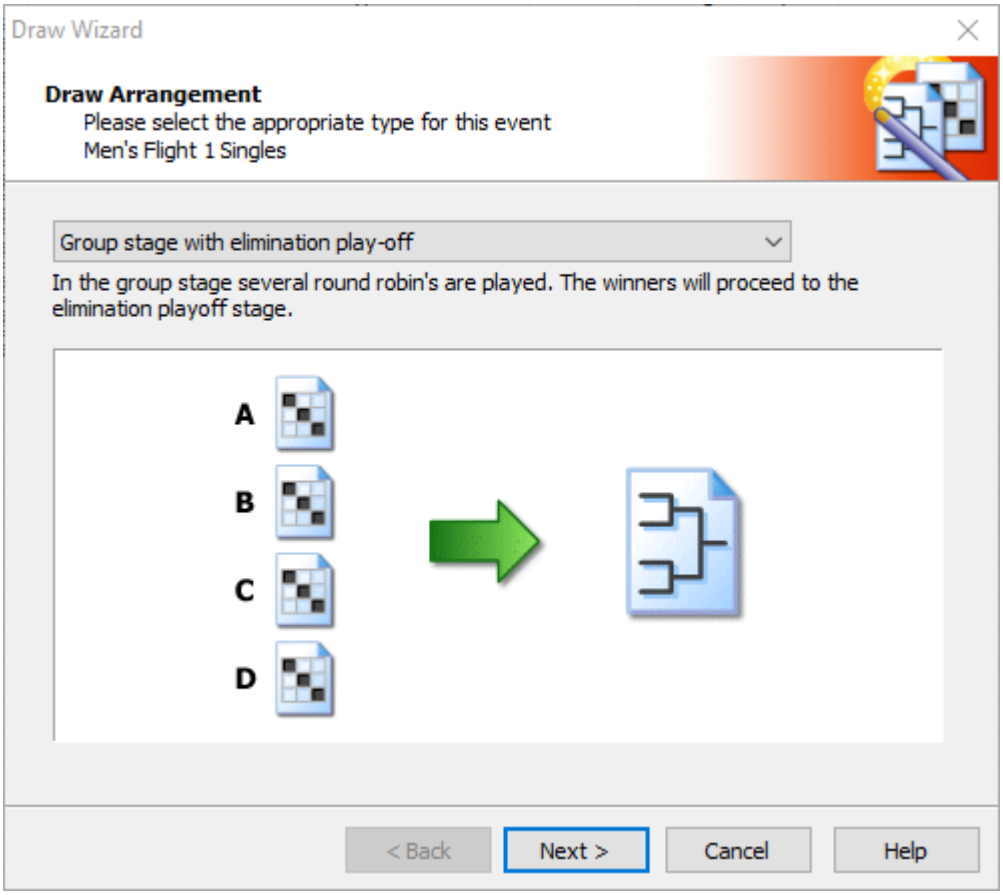
Calculation - Properties



On this screen you can select the type of main draw and the type of qualification draw. Click **[OK]** to confirm the changes. Now click on **[Calculation]** to show the adjusted number of matches.

Draw Wizard

Draw Wizard - Draw Arrangement



First you can select the arrangement of the draws. You can select:

- **Elimination**

An elimination draw is a knock-out system. You can have a consolation draw and a playoff with it.

- **Round Robin**

In a round robin every player plays once against every other player.

- **Group stage with elimination play-off**

In the group stage several round robin's are played. The winners will proceed to the elimination play-off stage

- **Elimination qualifying stage with elimination main draw**

In the elimination qualifying stage several small eliminations are played. The winners will proceed to the elimination main draw. Other players might directly enter the main draw. You can have a consolation draw and a playoff with it.

- **Group stage with round robin play-off**

In the Group stage several round robin's are played. The winners will proceed to the round robin play-off.

- **Round Robin – Home and Away**

In a full round robin every player plays twice against every other player. Home and away.

- **Monrad**

A monrad is an elimination with built-in consolation. Losers of the first round move to the bottom half.

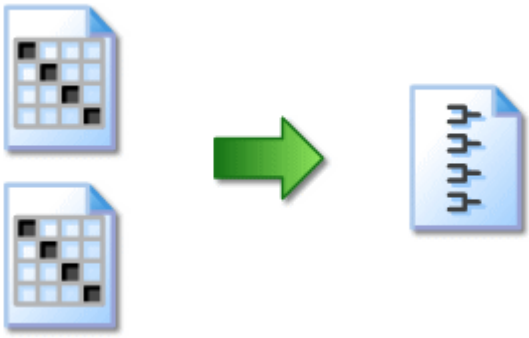
- **Compass Draw**

In a compass draw every player plays at least 3 matches.

- **Qualifying Draw**

A qualifying draw is a knock-out system which stops after a few rounds. The players reaching the final round will be the qualifiers for the draw in the next stage. This draw is similar to creating several small elimination draws.

- **Round Robin with playoffs**



2 Round robins with a size of 4 are played with playoffs for the places 1-8.

- **Matchplay**

Matchplay

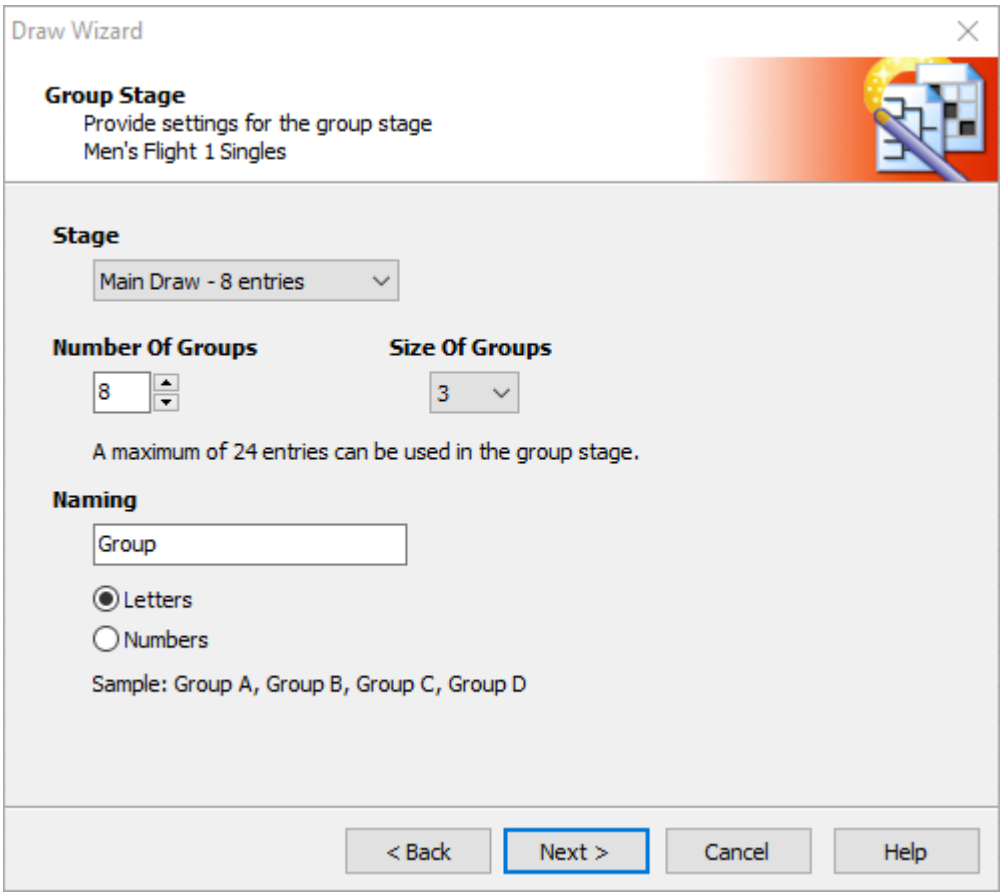
- **Continous Feed-in**

A loser in the first round can still finish 3rd.

After you have selected the arrangement of the draws you can click **[Next]** to go to Qualification, Main draw or the Layout page.

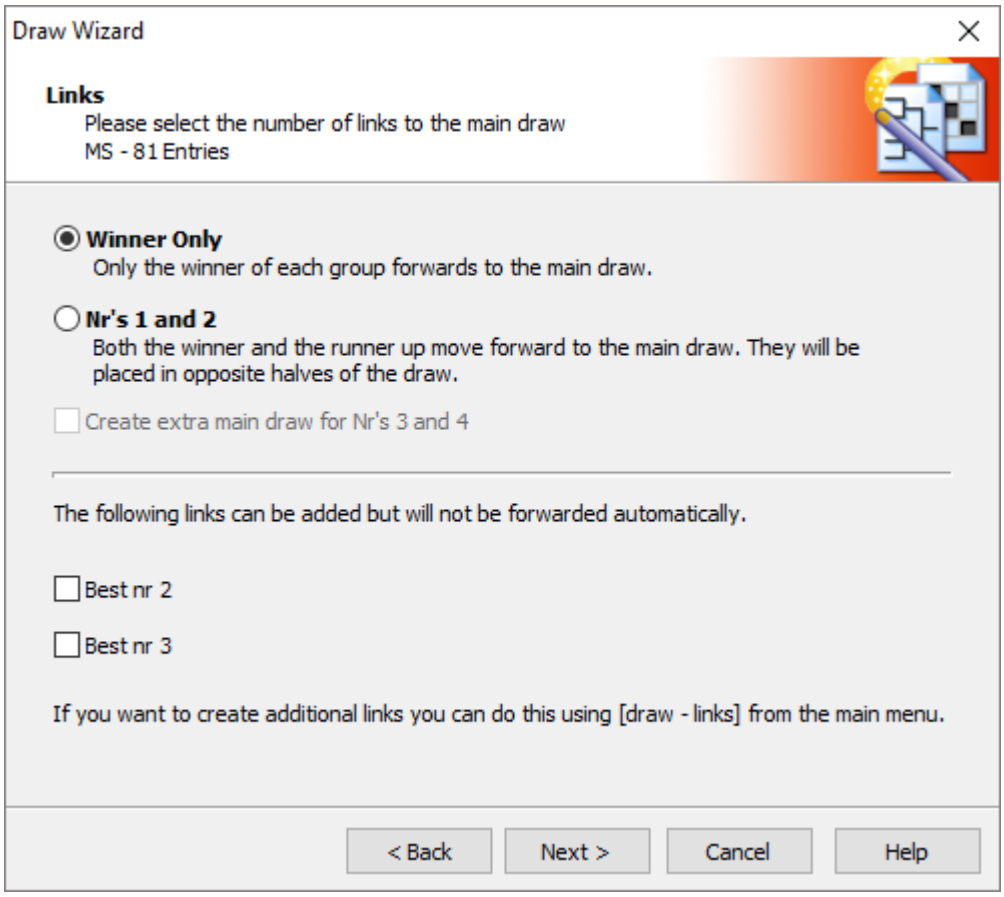
Draw Wizard - Group Stage

You can now provide the settings for the qualification round. You can enter the stage, the number and the size of the qualification draws. You can enter the naming of the draws in the **Naming** field.



By clicking **[Next]** you will enter the Main Draw Page.

When your **draw arrangement** is **Round Robin qualifications with elimination main draw**, then you will be given a choice whether only the winner or also the runner up will be forwarded to the main draw.



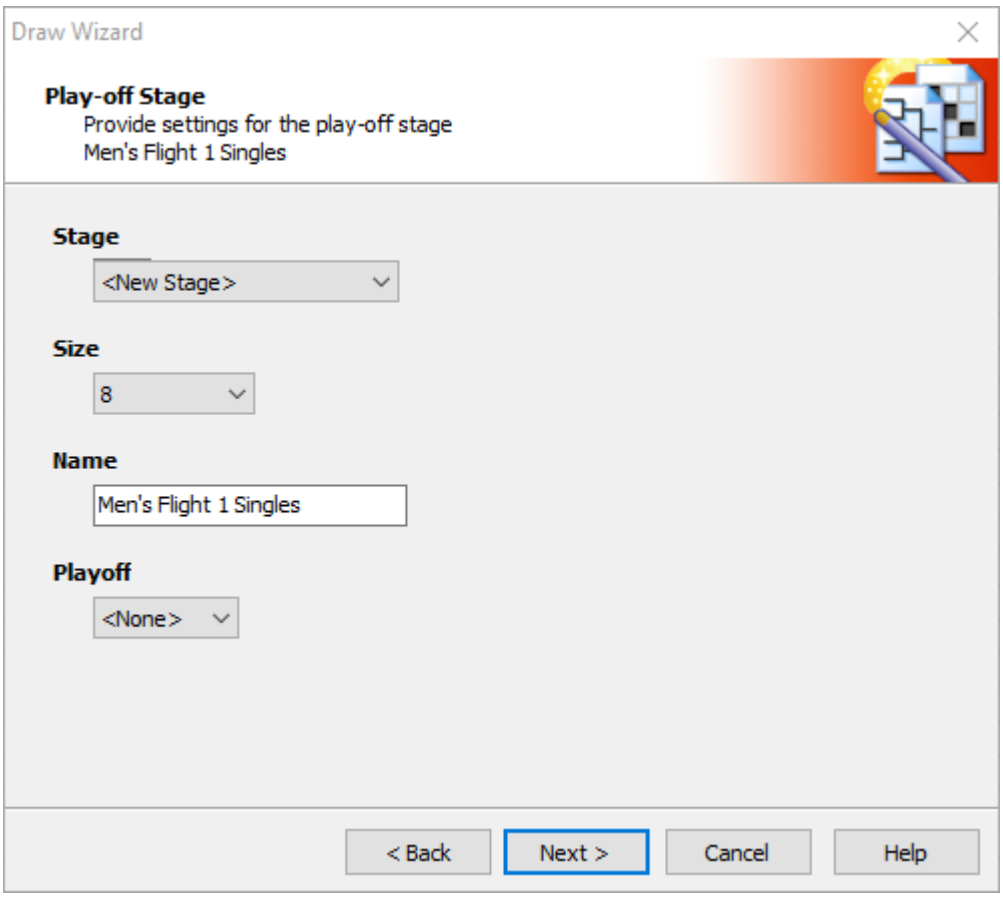
In some cases you may have an odd number of round robins, qualifying for an elimination draw. In this case you may choose to have the **Best nr 2** and **Best nr 3** continue as well in order to fill up the elimination draw. They will be linked to the elimination draw but will not advance automatically.

If necessary you can go in the main menu **Draw -> Links** to add extra links.

Click **[Next]** to continue to the next screen.

Draw Wizard - Play-off Stage

You can now provide the settings for the Play-off Stage. You can enter the size of the Play-off Stage keeping the number of group stages in mind. If you have three group stages you need at least an play-off stage of size four or an Round Robin of size three.



You can enter the stage, a **name** for the play-off stage. Default the name is set to the name of the event. You can select **playoff** if you want to play for a third and fourth place.

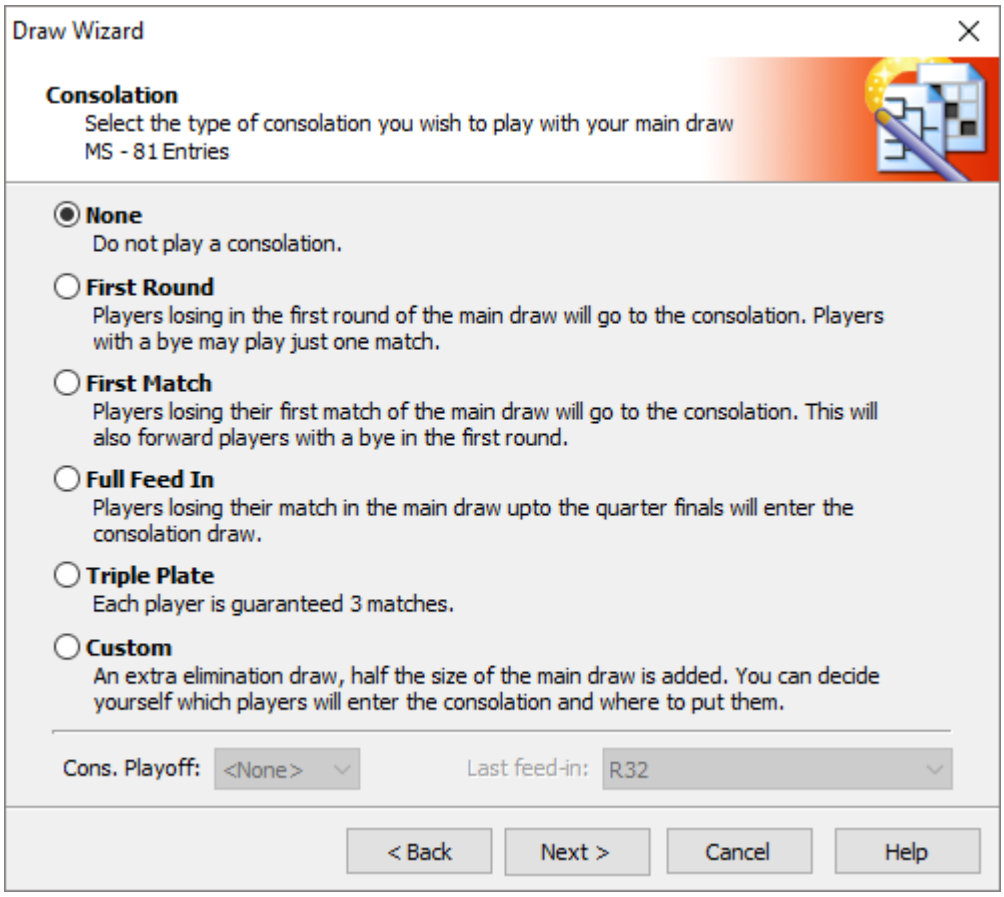
If you have selected a single draw in the Draw Arrangement page you can check **Qualification** if this is a qualification draw and enter a **Stage** number otherwise the Tournament Planner will set this automatically.

Groups and qualification rounds explained
If you are playing qualification rounds with a main draw you must use the stage number and qualification indicator. For all qualification draws check the qualification indicator and enter the same stage number.
If you do this then for every elimination draw the winner is and for every round robin every entry is available as a link in the main draw. For example, if you create four round robins of size three check qualification on all the draws and give them the same group number. Then create an elimination draw of size four with another stage number. Now you plan this draw in advance, without knowing the winners of the qualification draws.
If you have more than one qualification rounds use the same stage number per round. This makes it possible to play four round robins of size five, then two round robins of size four and have an elimination main draw of size two. For more information about creating links between draws study the part about **Links**.

Click **[Next]** to continue. If there is a consolation possible you will go to the Consolation page else you will go to the layout page.

Draw Wizard - Consolation

If you have select an elimination draw a consolation is possible. Select the type of consolation.



Select one of the following types of consolation:

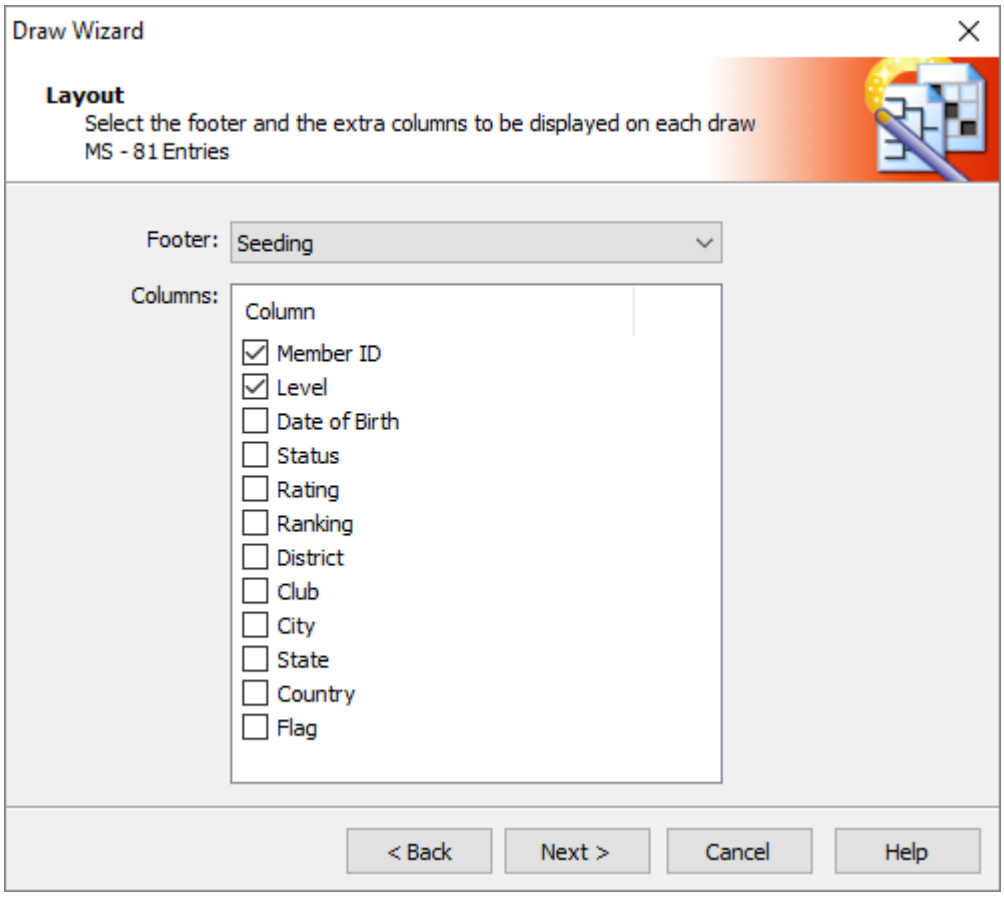
- **None**
  Do not play a consolation.
- **First Round**
  Players losing in the first round of the main draw will go to the consolation. Players with a bye may play just one match.
- **First Match**
  Players losing their first match of the main draw will go to the consolation. This will also forward players with a bye in the first round.
- **Full Feed In**
  Players losing their match in the main draw up to the quarter finals will go to the consolation.
- **Triple Plate**
  This consolation adds 3 extra eliminations to your draw and will guarantee each players at least 3 matches before they are out of the tournament. Losers of their first match in the main draw move to the plate. Losers of the second match in the main draw move to the special plate. Finally losers of the first match in the plate move to the consolation plate.
- **Custom**
  An extra elimination draw, half the size of the main draw, is added. You can decide yourself which players will enter the consolation and where to put them.

  Please note: The links in this draw are not made until players are actually in the draw as this type requires a different set of links for each number of players.

[Next] will take you to the Layout Page.

Draw Wizard - Layout

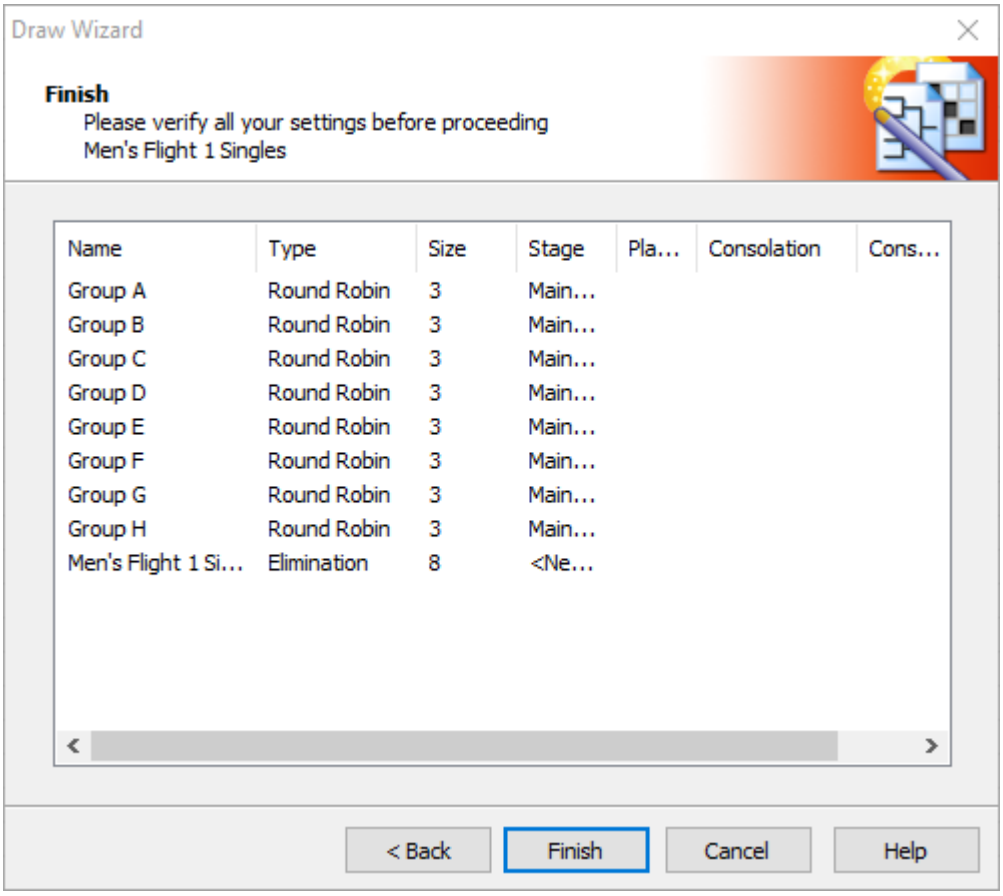
Select the **Footer** and the extra **Columns** to be displayed on the draws.



Click **[Next]** to go to the Finish page.

Draw Wizard - Finish

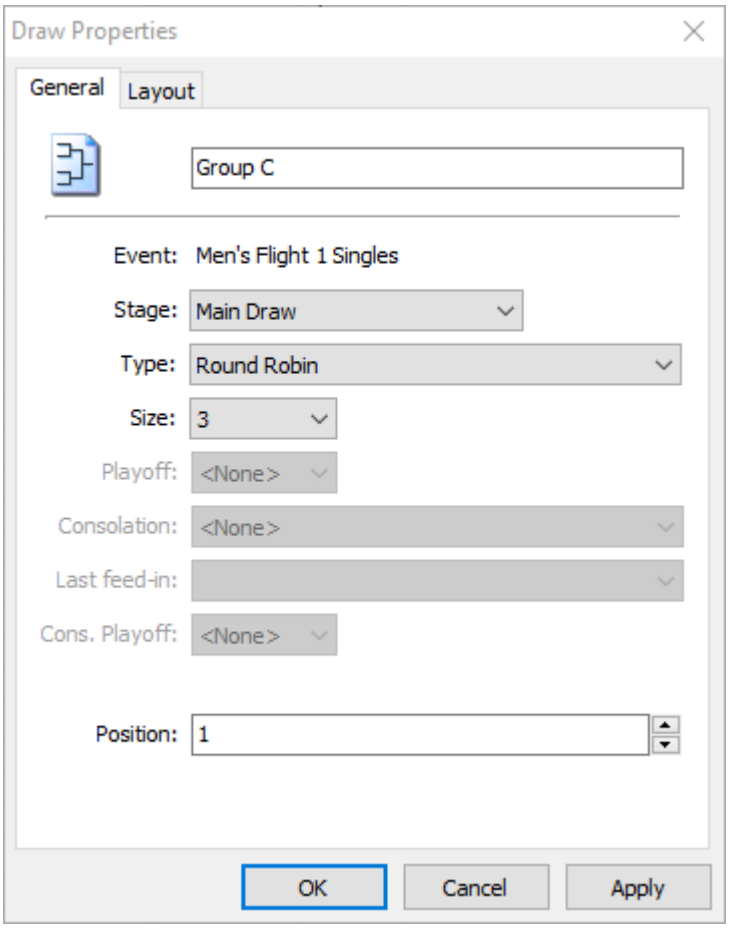
On the finish page you will get an overview of the draws and their settings. Verify the settings before you proceed.



Click on **[Finish]** to create the draws and make the links.

Draw properties

Double click a draw or right click a draw and select **Properties** to change the properties.

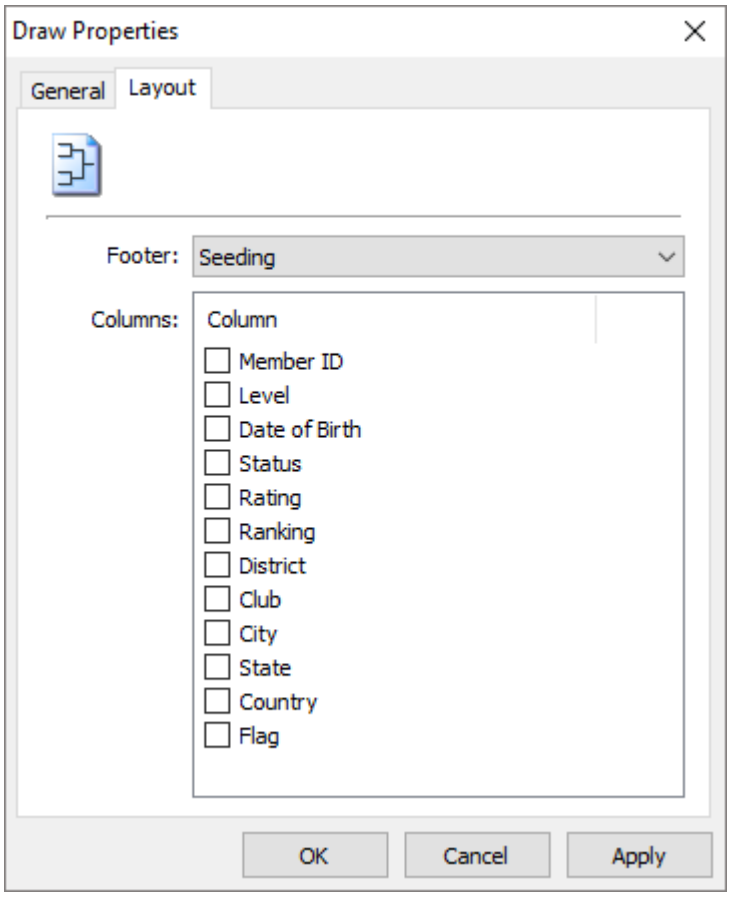


You can change the name, the **Type** (Elimination, Round Robin etc.) and the **Size** of the draw. You can also select a **Consolation** and indicate if you want a **Playoff**.

If you want to create draws manually with a qualification then you need to create different draws with different positions.
The elimination will be **Stage 1** and the knock-out round will be **Stage 2**. After creating you can double click on a "Bye" inside the knock-out round and select **Links**.

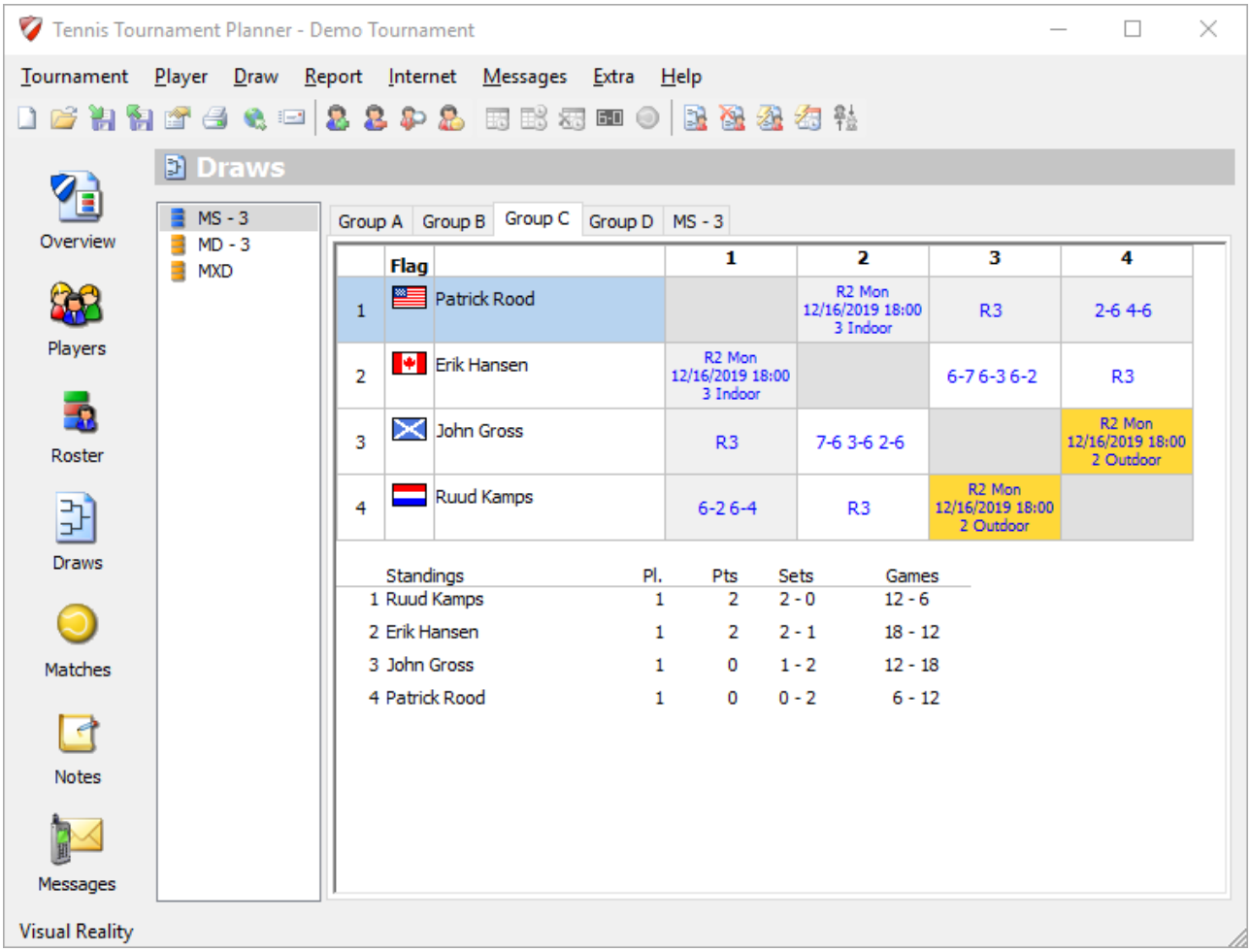
Attention: If you change the type or the size of a draw all the matches and links are deleted!

On the **Layout** tab you can select the Footer and the extra columns to be displayed on the draws.


Draw Properties
General
Layout
Footer:
Seeding
Columns:
Column
Member ID
Level
Date of Birth
Status
Rating
Ranking
District
Club
City
State
Country
Flag
OK
Cancel
Apply

Draws

By clicking the **Draws** button in the Outlook bar you will enter in the **Draws** view. It this view you can view draw sheet, make draws and plan matches.



On the left you can see all events. By clicking on an event the draws will appear on the right, each with their own tab. Every tab has the name of the draw sheet. Click on the tab to activate the draw. Now you can move the cursor with the cursor keys. You can find an explanation of the event colors at tournament properties, **Events** tab.

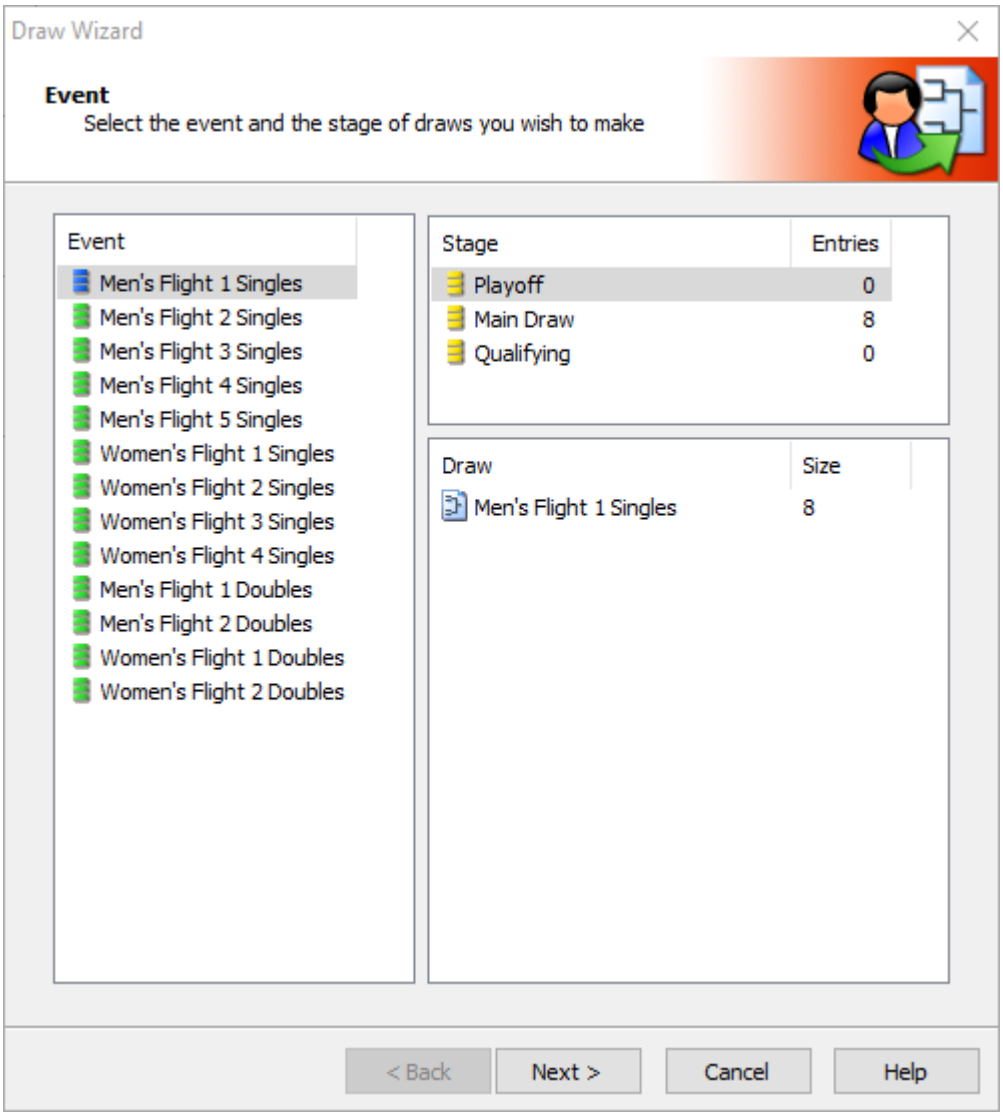
Tip: Press **[F9]** to search for a player in the draw sheets.

Automatic Draw

If you want to make the draws automatically go to the menu **Draw** -> **Make Draws**. The **Draw Wizard** will be started.

Automatic Draw Wizard - Event

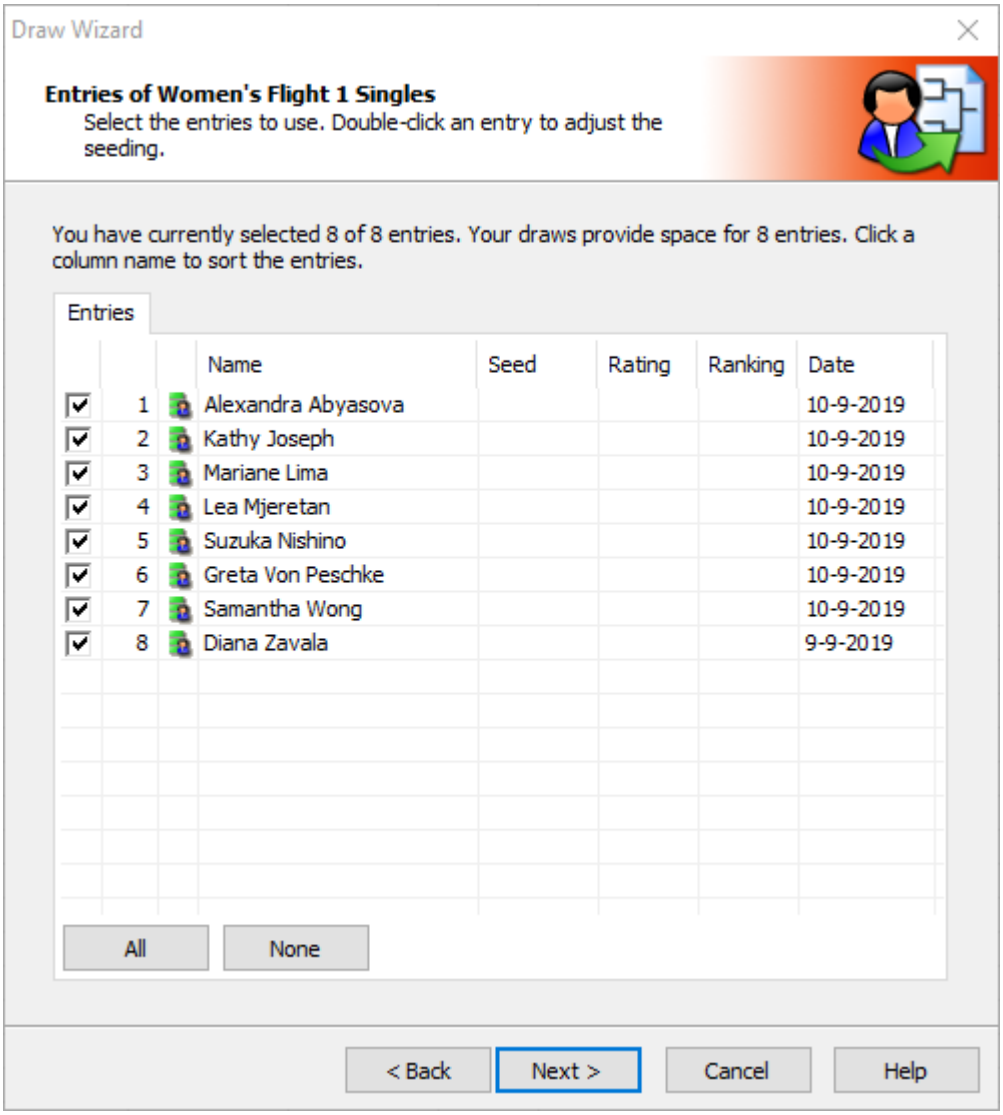
If you want draw automatically click on **Draw -> Make Draws**. The **Draw Wizard** is started. You will now get a list with all the events on the left. If you click an event and select a stage you can view the corresponding draw sheets.



Select the event and stage you want to draw and click **[Next].**

Automatic Draw Wizard - Entries

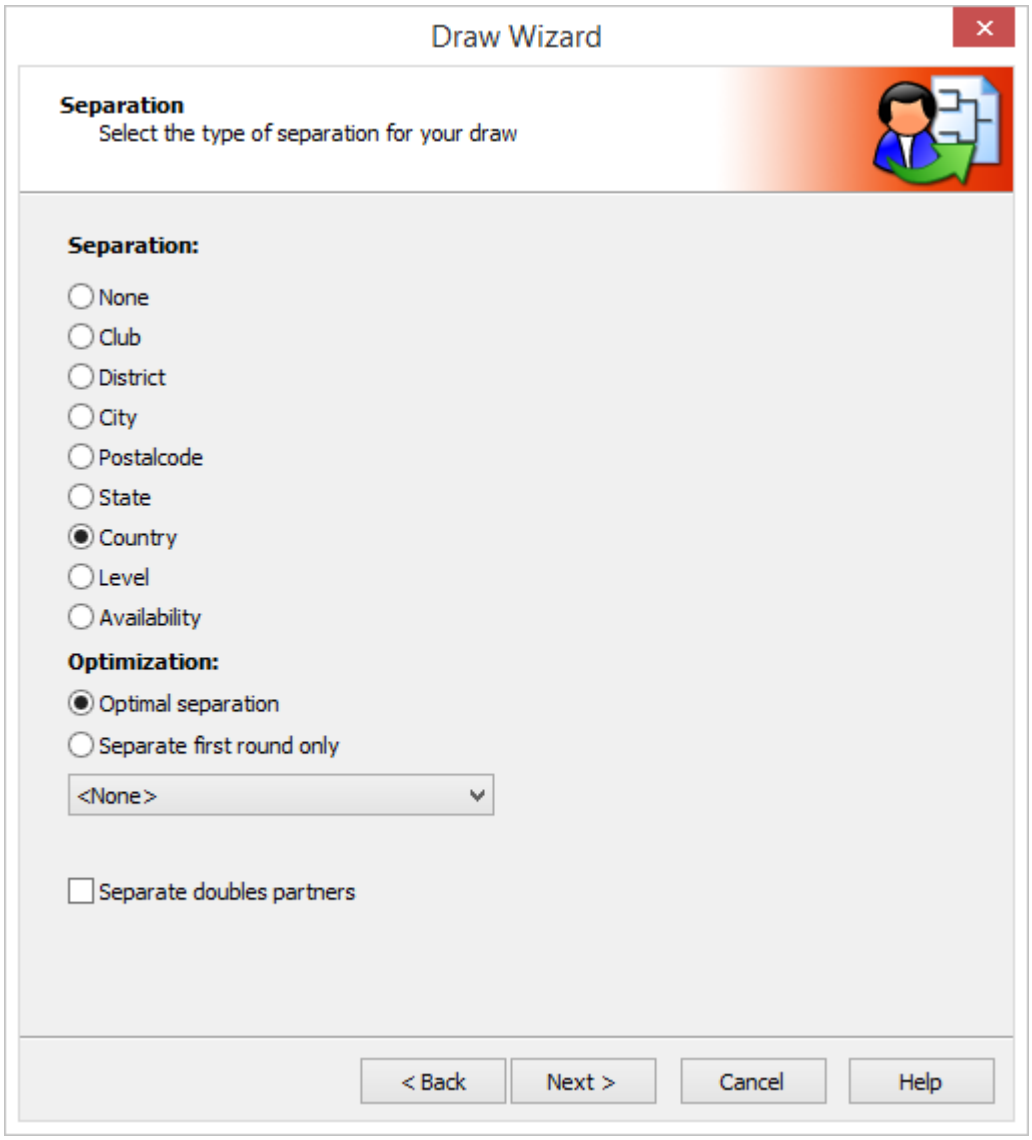
You will now get a list with all the entries of the event. You can sort the list by clicking the name of the column. Via the **[All]** and **[None]** you can select or deselect all entries.



If you check out an entry the player will not participate in the draw. If there are too many entries selected for the draw sheet, all will participate in the draw but some will not be drawn in. Click on **[Next]** to continue.

Automatic Draw Wizard - Separation

On the separation page you can select the type of separation for the draw.



You can select:

- None (Random)
- Club
- District
- City
- Postal code
- State
- Country
- Level
- Availability

On the bottom you can set the desired level of separation:

- **Optimal separation**
  4 players of the same Country (in this example) will be in 4 different quarters.
- **Separate first round only**
  Players from the same Country will not play each other in the first round.

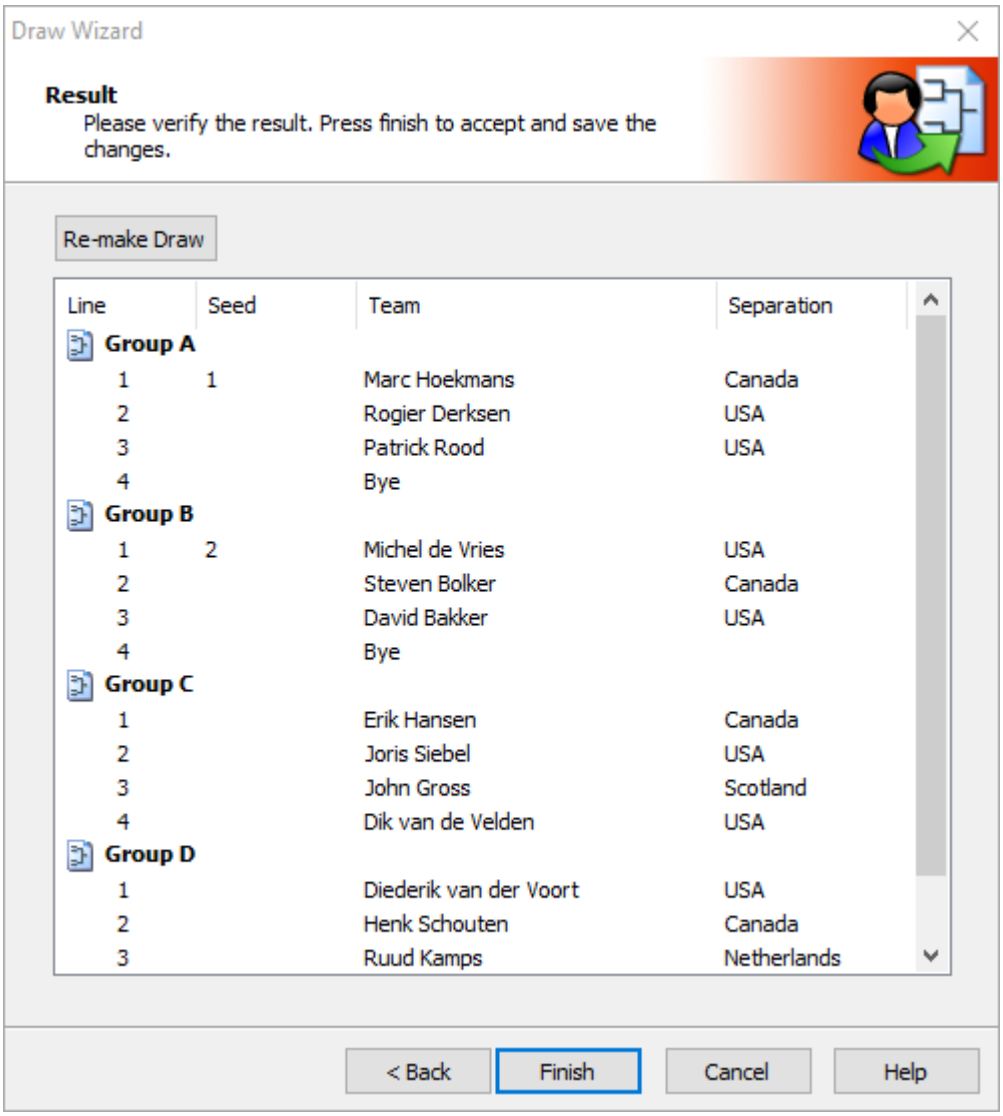
Check **Separate top 2 from each group** to make sure the 2 highest ranked players from each group are in different halves of the draw.

Separate doubles partners:
Double partners will not play each other in the first round of a single event.

Click on **[Next]** to go to the Result page.

Automatic Draw Wizard - Result

On the Result page you can view the result of the draw and re-make the draw if needed.

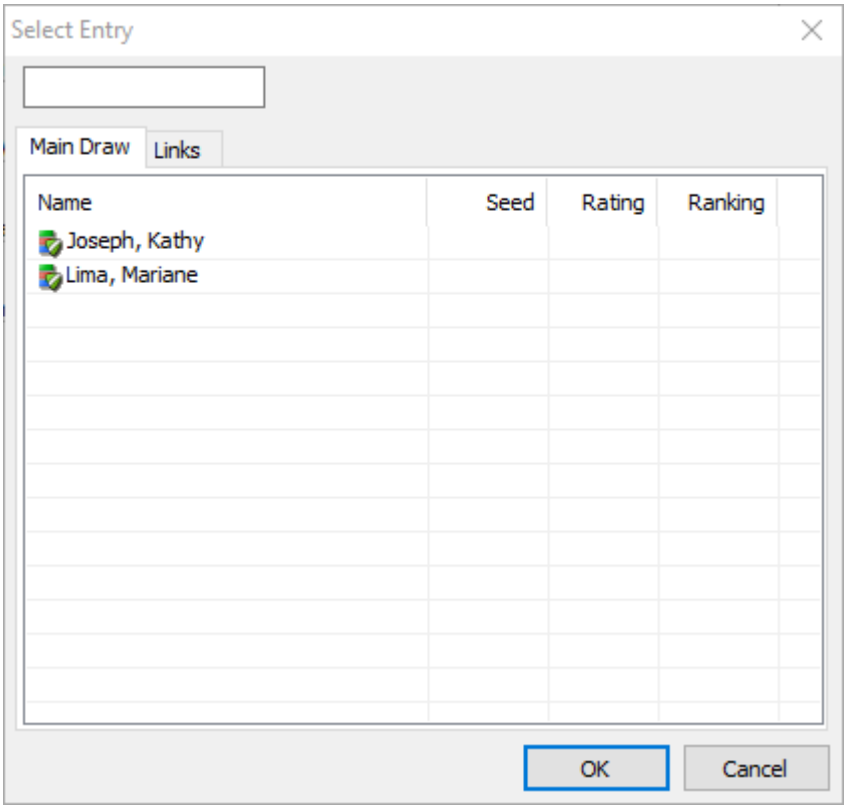


Click **[Re-make Draw]** to draw again, click **[Back]** to bo back to the previous screen. Click **[Finish]** to accept the draw and can save the changes.

Attention: If you make the draws automatically:
- The automatic draw will *remove* the previous and manual draws.
- If you re-make a draw the draw will not be the same.

Manual Draw

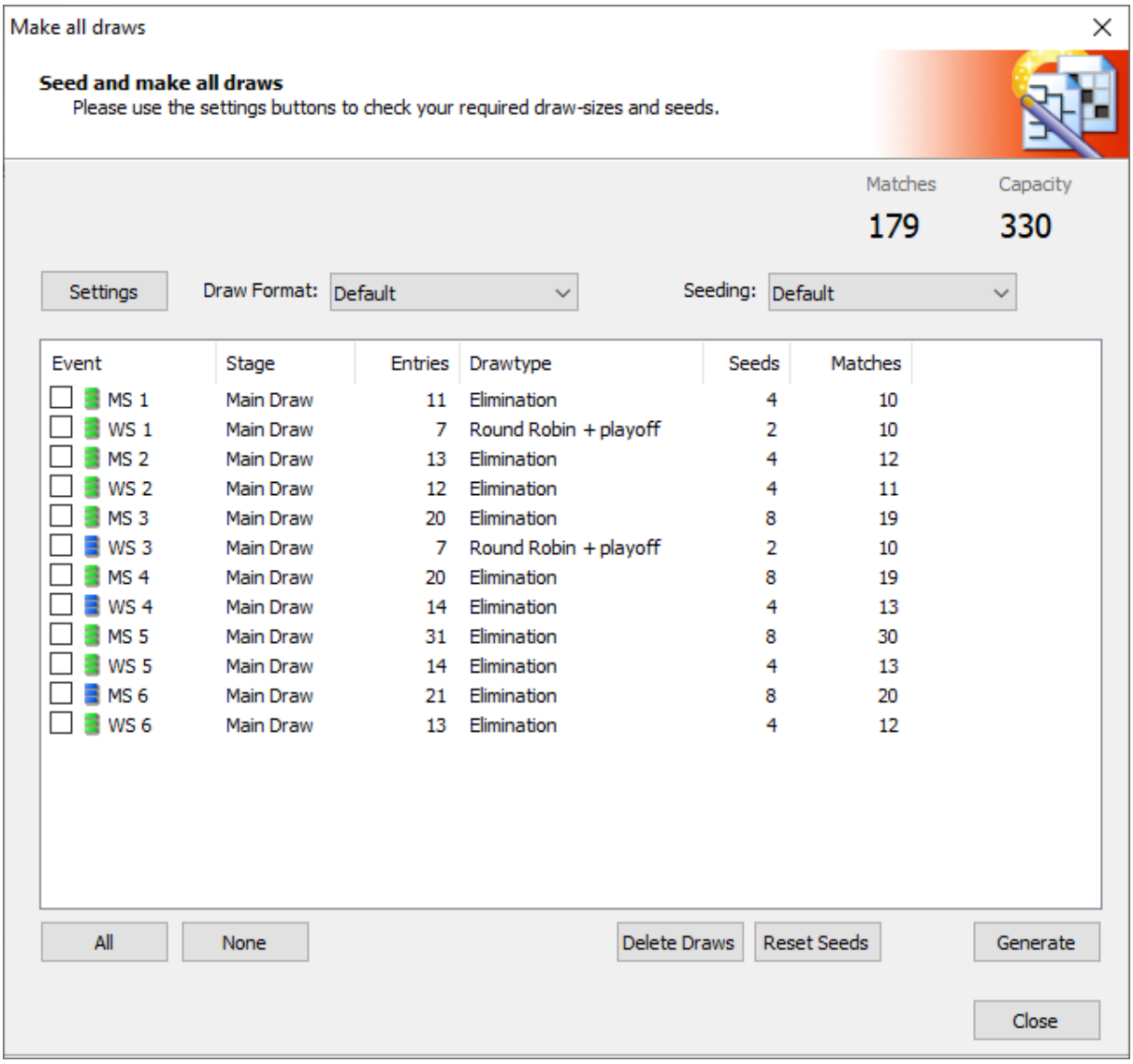
You can make a **manual draw**. In the Draw view select with the mouse (double click) or with the cursor keys an empty position (Bye) in the first round, and click the button **[Select Entry]** or press **[Enter]**. You will get a list with entries that aren't in the draw yet. Select an entry from the list and press **[OK]** to place the entry in the draw.



Click **[Delete]** to remove the selected entry from a draw.

Seed & Make all draws

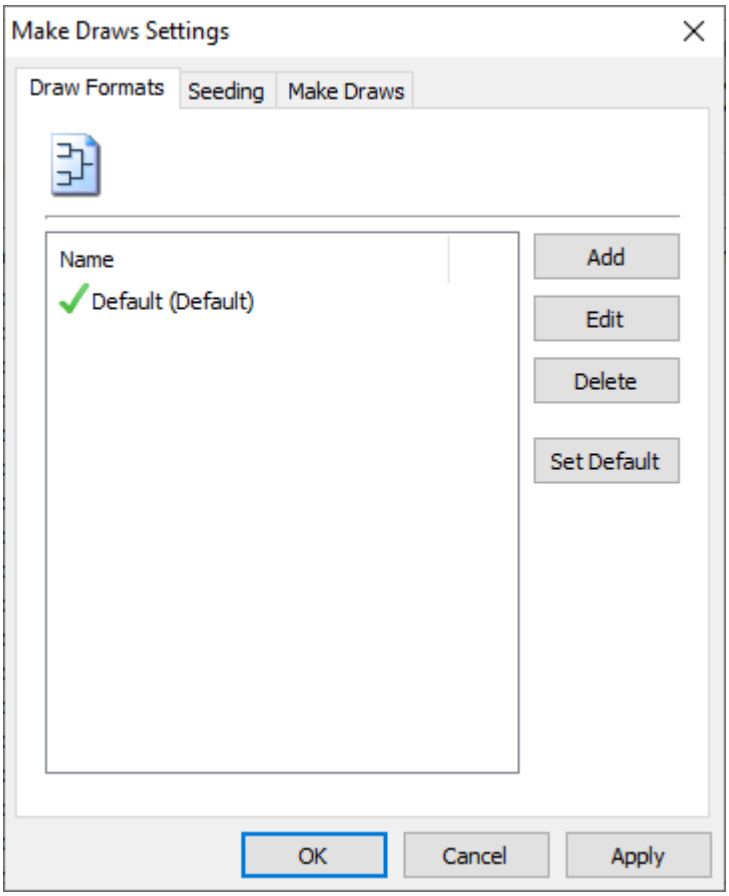
With this menu option you can create and seed all draws at once.

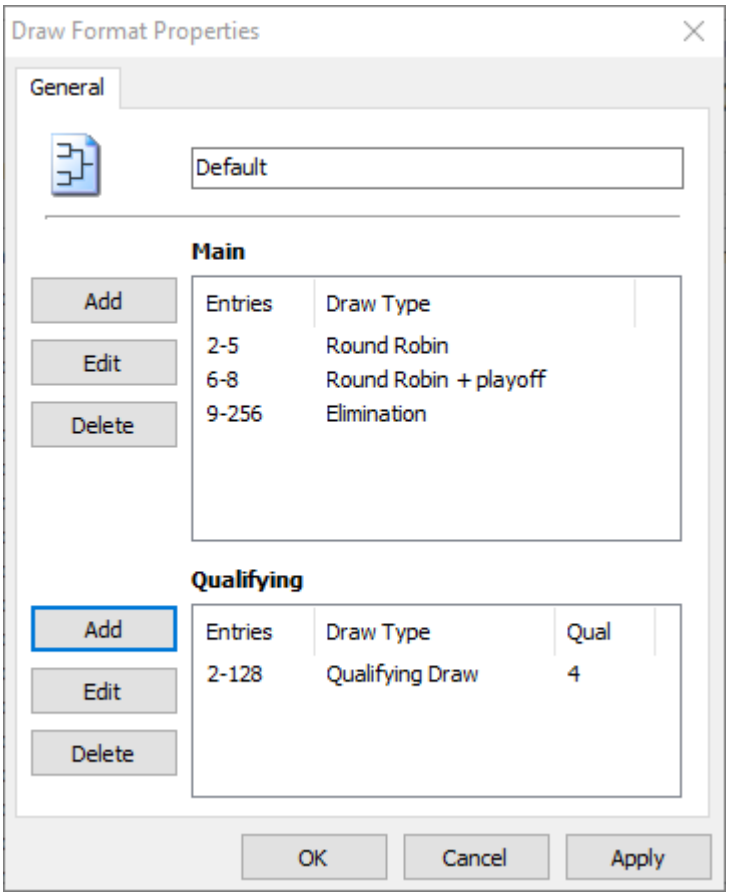


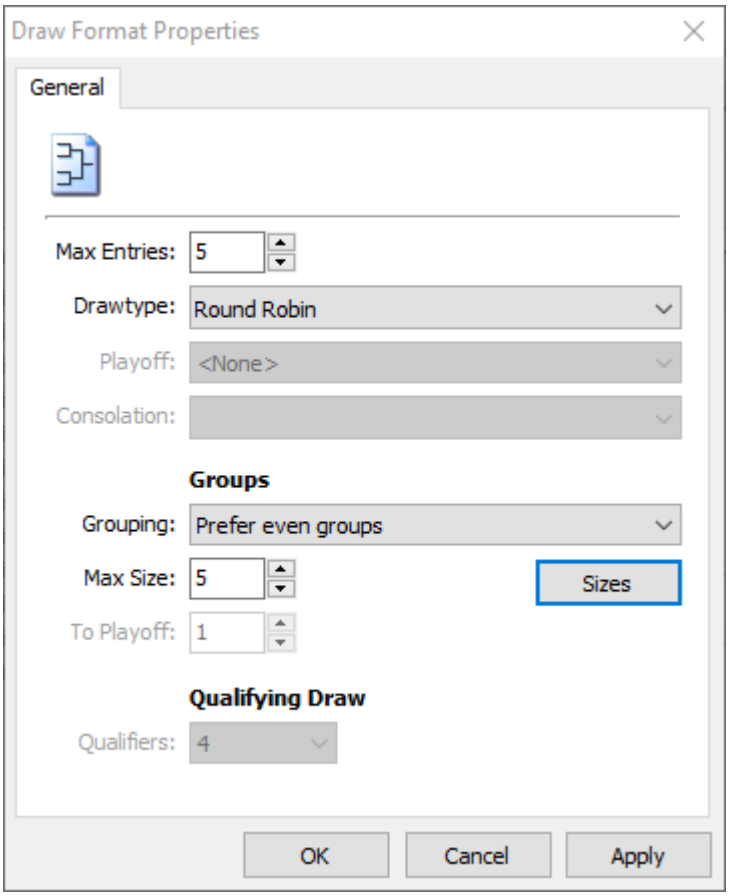
Click **[Generate]** to create the draws and seed

Click **[Settings]** to check or change your required draw-sizes and seeds.

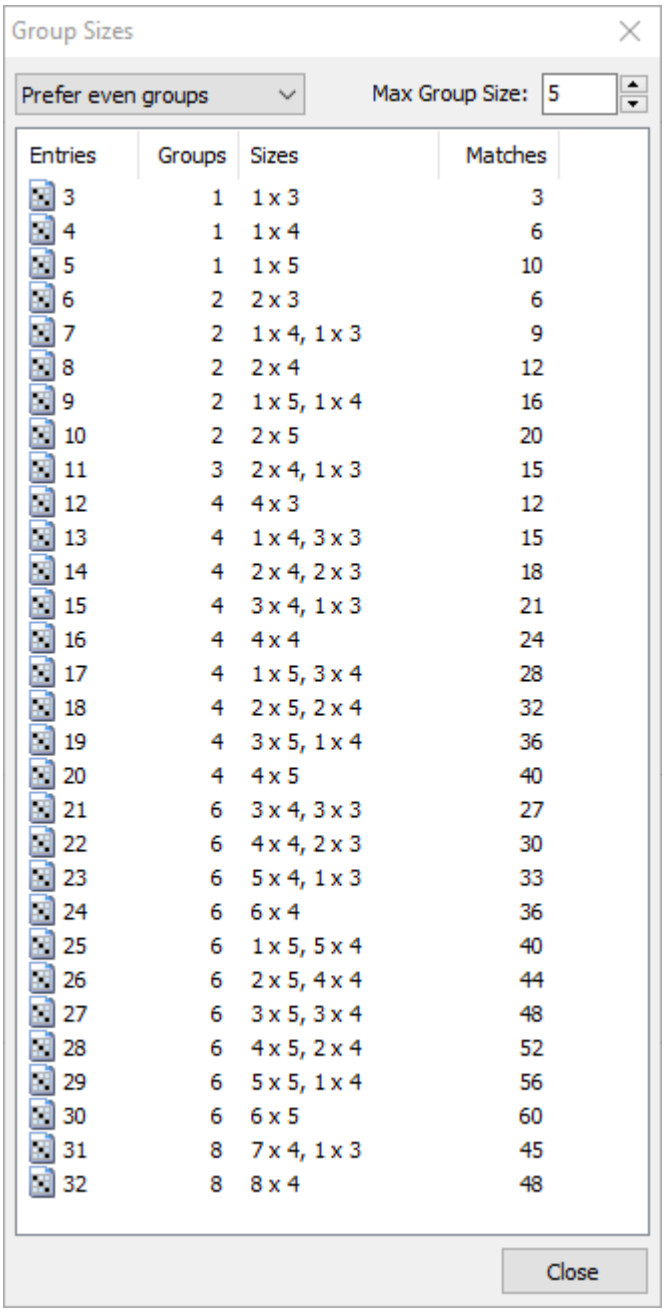
You can create multiple draw formats


Make Draws Settings
Draw Formats
Seeding
Make Draws
Name
Default (Default)
Add
Edit
Delete
Set Default
OK
Cancel
Apply


Draw Format Properties
General
Default
Main
Add
Edit
Delete
Entries
Draw Type
2-5
Round Robin
6-8
Round Robin + playoff
9-256
Elimination
Qualifying
Add
Edit
Delete
Entries
Draw Type
Qual
2-128
Qualifying Draw
4
OK
Cancel
Apply

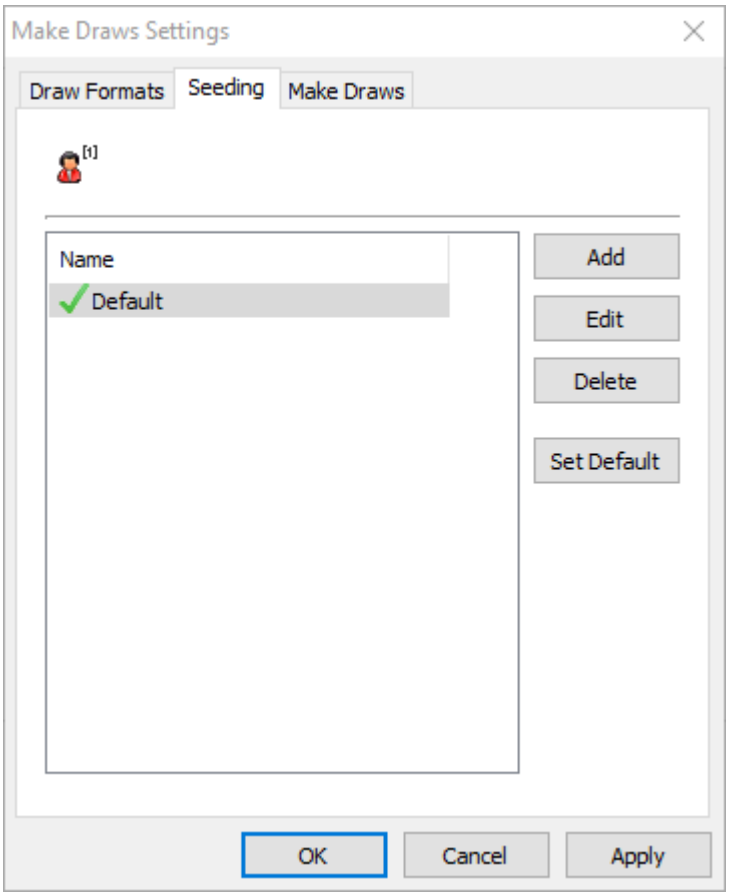


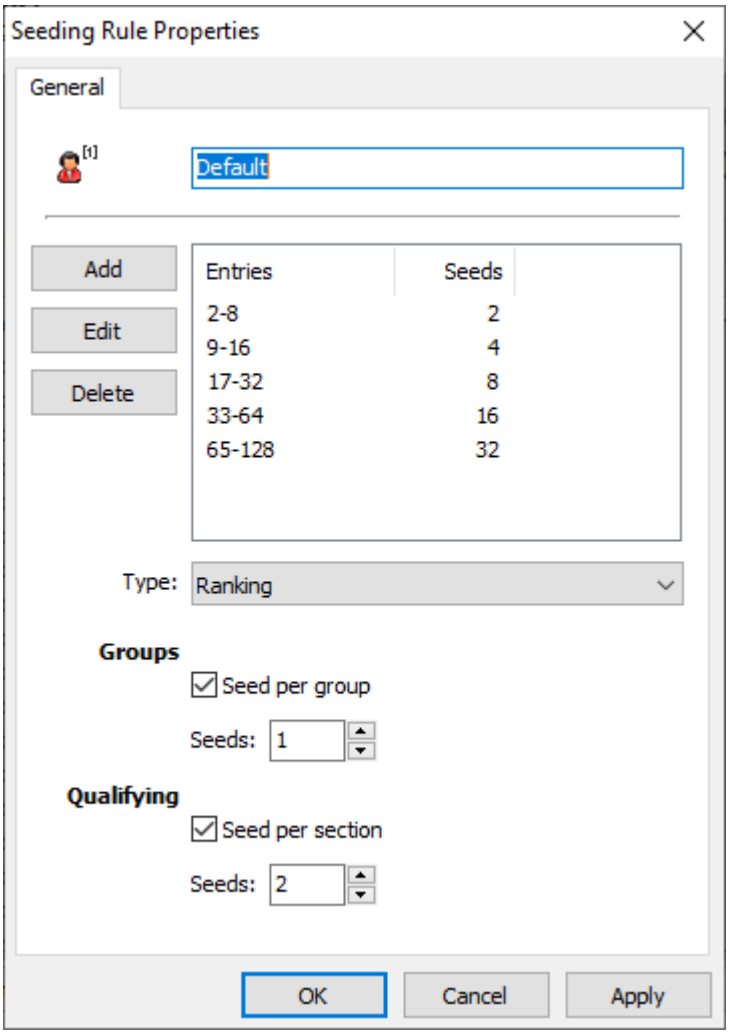
Click **[Sizes]** to view the group sizes.

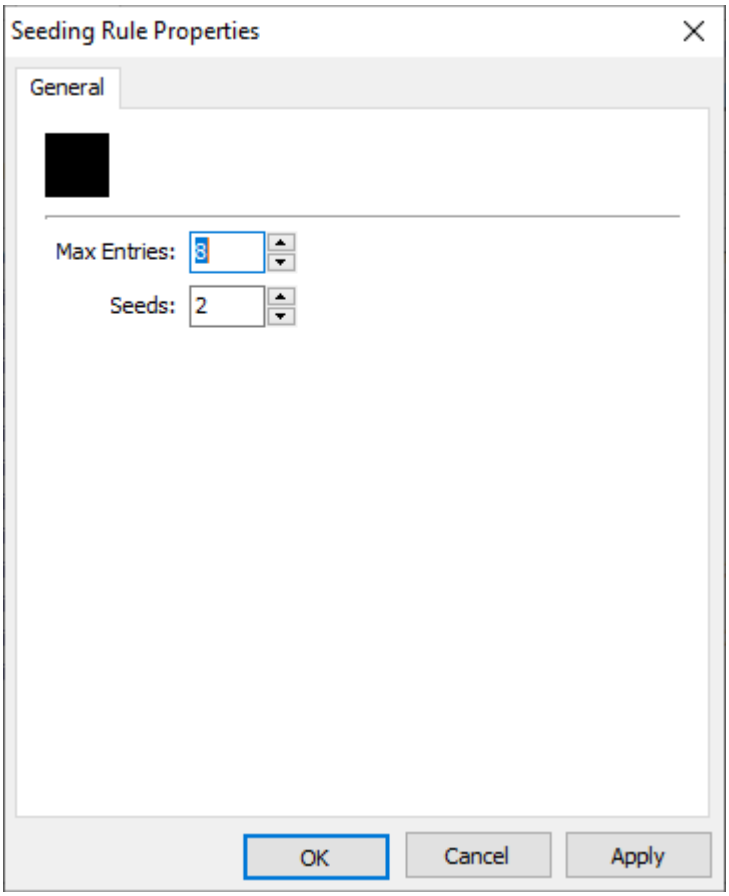


Entries	Groups	Sizes	Matches
3	1	1 x 3	3
4	1	1 x 4	6
5	1	1 x 5	10
6	2	2 x 3	6
7	2	1 x 4, 1 x 3	9
8	2	2 x 4	12
9	2	1 x 5, 1 x 4	16
10	2	2 x 5	20
11	3	2 x 4, 1 x 3	15
12	4	4 x 3	12
13	4	1 x 4, 3 x 3	15
14	4	2 x 4, 2 x 3	18
15	4	3 x 4, 1 x 3	21
16	4	4 x 4	24
17	4	1 x 5, 3 x 4	28
18	4	2 x 5, 2 x 4	32
19	4	3 x 5, 1 x 4	36
20	4	4 x 5	40
21	6	3 x 4, 3 x 3	27
22	6	4 x 4, 2 x 3	30
23	6	5 x 4, 1 x 3	33
24	6	6 x 4	36
25	6	1 x 5, 5 x 4	40
26	6	2 x 5, 4 x 4	44
27	6	3 x 5, 3 x 4	48
28	6	4 x 5, 2 x 4	52
29	6	5 x 5, 1 x 4	56
30	6	6 x 5	60
31	8	7 x 4, 1 x 3	45
32	8	8 x 4	48

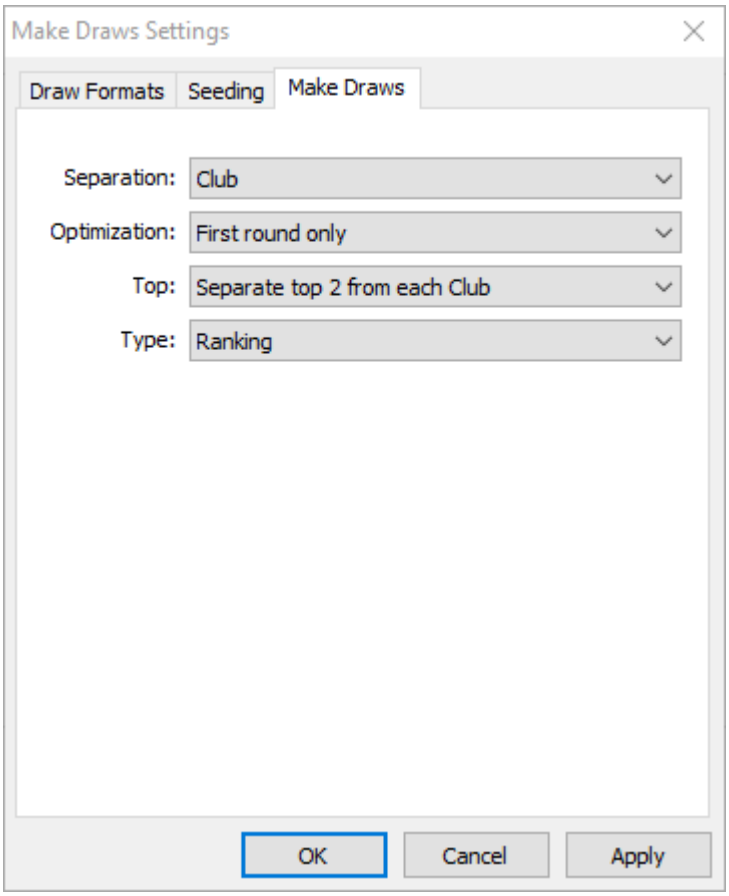
You can create multiple Seeding formats


Make Draws Settings
Draw Formats
Seeding
Make Draws
[1]
Name
Default
Add
Edit
Delete
Set Default
OK
Cancel
Apply


Seeding Rule Properties
General
Default
Add
Edit
Delete
Entries
Seeds
2-8
2
9-16
4
17-32
8
33-64
16
65-128
32
Type:
Ranking
Groups
Seed per group
Seeds:
1
Qualifying
Seed per section
Seeds:
2
OK
Cancel
Apply



You can set the Separation, the Optimization, the Top and the Type.

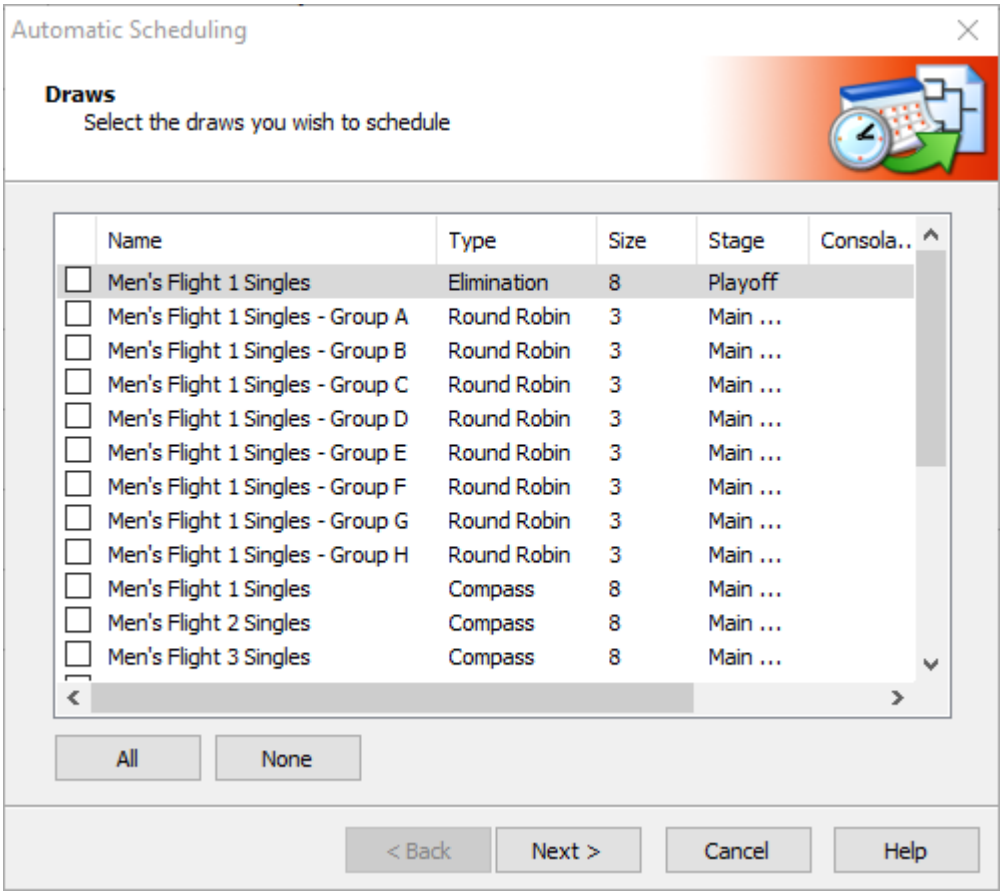


Automatic Scheduling

If you click on **Draw -> Schedule Tournament** the **Automatic Scheduling Wizard** is started.

Automatic Scheduling - Draws

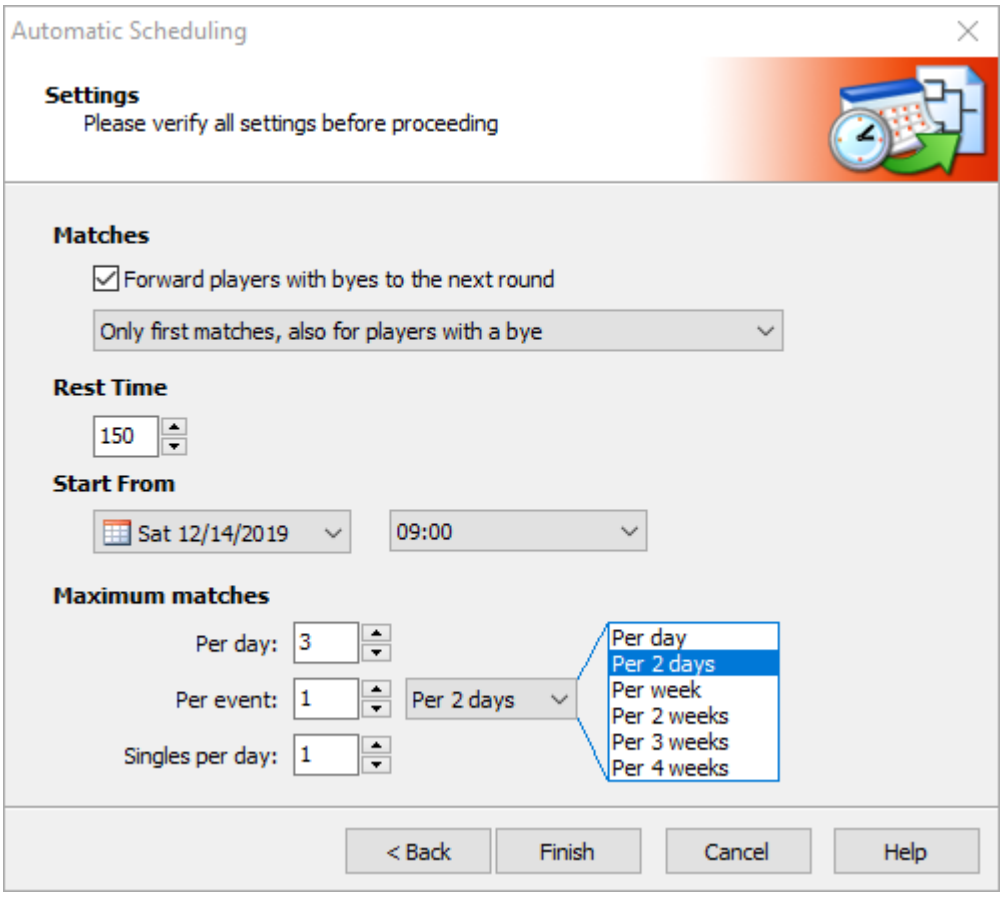
If you click on **Schedule Tournament** the **Automatic Scheduling Wizard** is started. You will get an overview with all the draws in the tournament.



Select the draws you want to schedule automatically. Click on **[All]** to select all draws, click **[None]** to de-select all draws. Click **[Next]** to go to the *Settings* page where you can set up the scheduling.

Automatic Scheduling - Settings

On the **Settings** page you can set up the scheduling.



At matches you can check the box to **Forward players with byes to the next round**.
You can indicate which matches should be scheduled:

- Only first matches, also for players with a bye
- Only matches where both players are known
- All matches

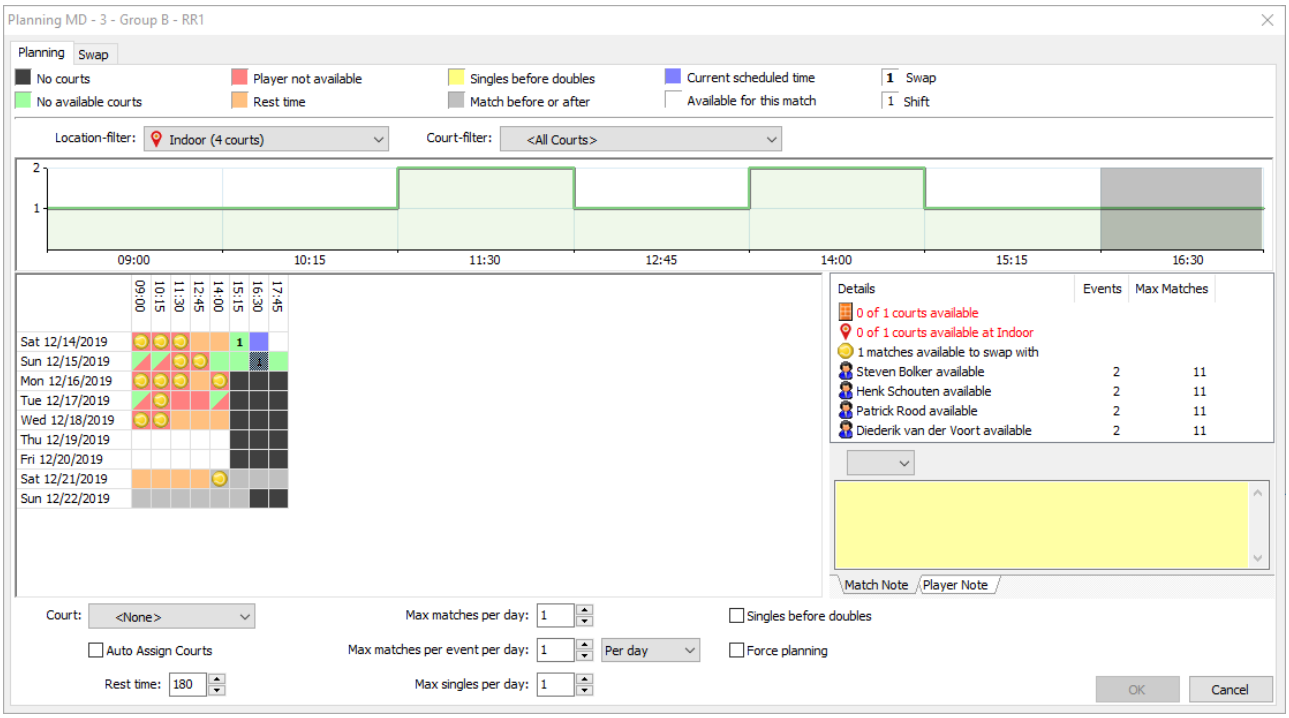
The time between matches can be set up separately for elimination draws and round robins at **Rest Time** (= time between the start-time of two matches). At **Start From** the day and time can be selected where to start automatic planning from. You can enter the **Maximum matches** *per player* per day, per event - per period and singles per day.

Tip: At an open tournament it is advised to set up **Rest Time** for round robins higher. This way a round robin won't be finished already in the first weekend. You can also use the maximum matches per event to accomplish this.

Click on **[Finish]** to start the planning.

Manual Scheduling

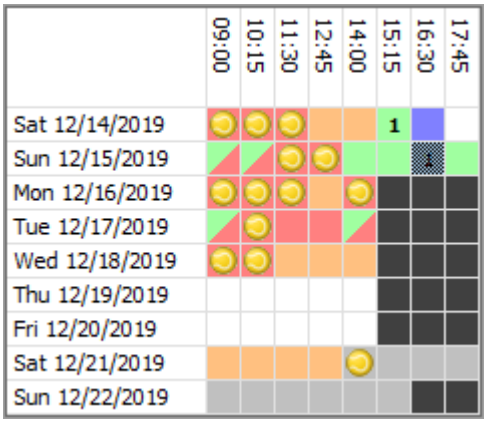
You can also schedule matches by hand. Select a match from the match list or a draw and press **F7**. You will get the planning window.



The cursor is automatically placed on the current planning and otherwise on the first available time. Use the cursor keys to select another day and time.

The white color indicates the available times for this match, the cursor itself has got a gray shaded color. Use the cursor keys to move the cursor. When you click **Force Planning**, then you can schedule the match without taking player or court availability into account.
You can schedule a match on a day without specifying a time by clicking on a date. You can specify a time later by re-scheduling the match.

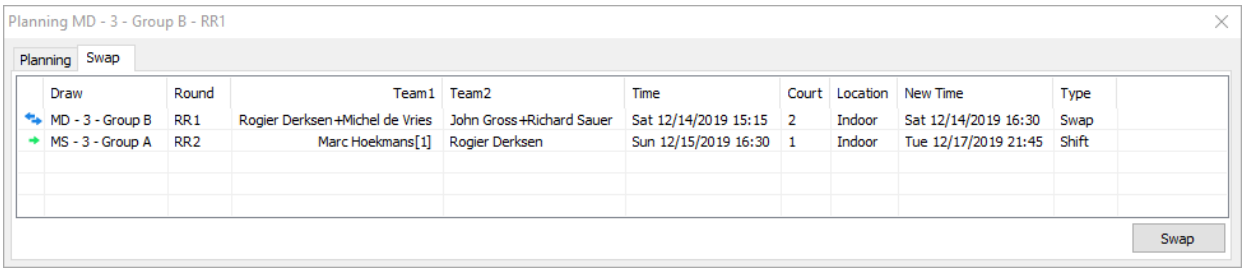
The matrix uses for indication several color blocks:



- **Grey**
  These times are blocked because this is a match prior or following the current planned match and they have to be in that order.
- **Red**
  These times are blocked because one or more players are not available.
- **Black**
  These time are blocked because there are no courts available for scheduling.

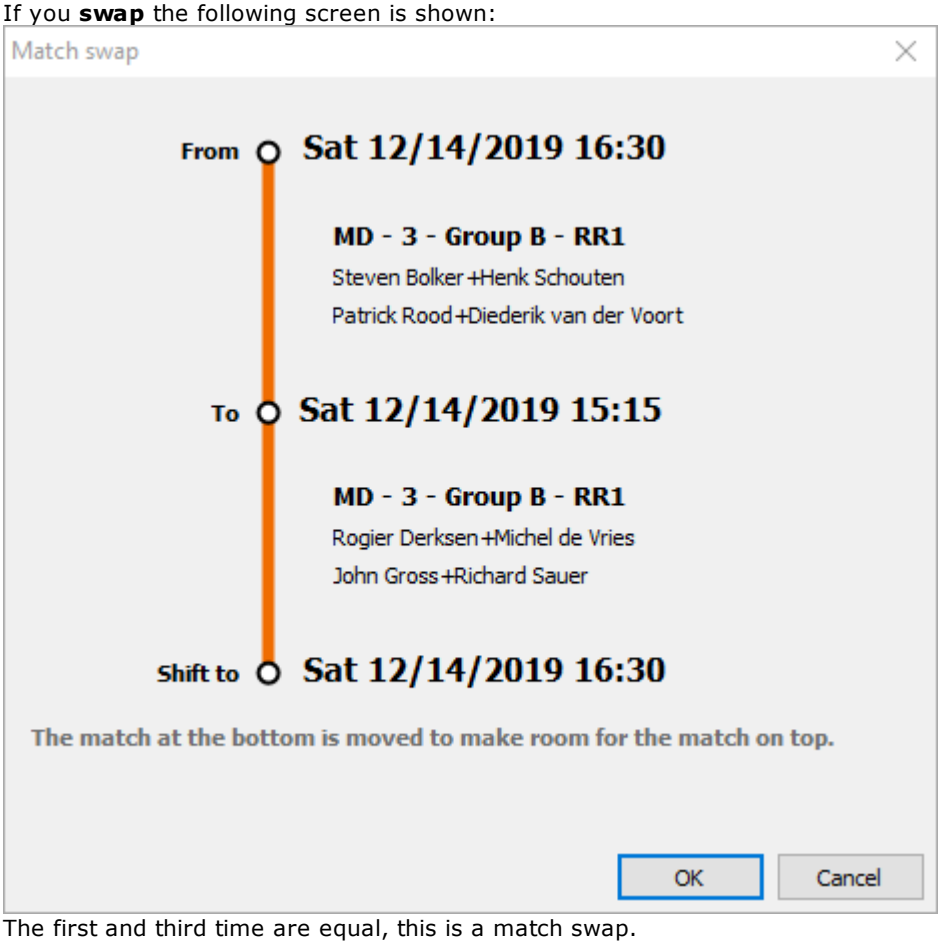
- **Green**
  These times are blocked because all courts are in use.
- **Orange**
  These times are blocked because one or more player are in their rest periods.
- **Purple**
  This block shows the current planned day and time of the match. It is possible to move this match to another time.
- **Numbers**
  The numbers show that there is a match that can be swapped (bold-printed number) or the match can be placed instead of the match, who will be rescheduled to a new available time and court. You can double click the number to open the tab '***Swap***'.

Swap or Shift matches



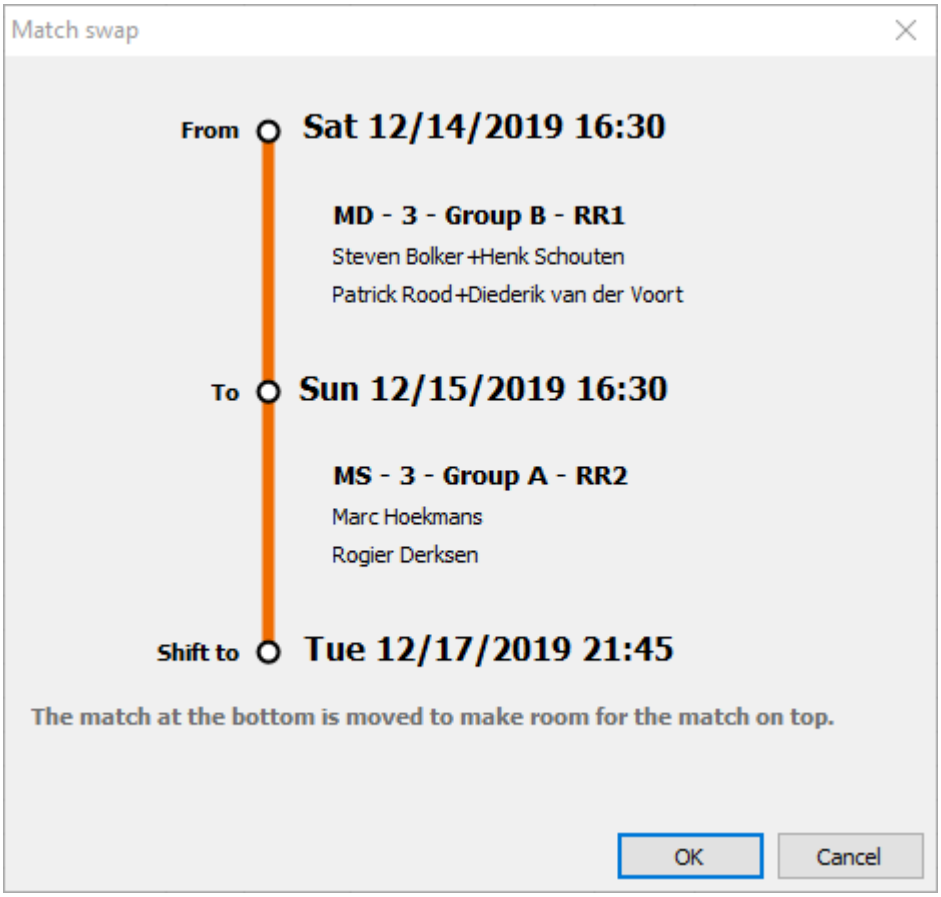
The match (or matches) that are marked with two bleu arrows can be swapped with the current match to be planned. The match marked with the green arrow can be shifted to a new date and time to make room for the match to be planned. The new time will be visible in the column "Time". Select the match that you wat to swap of shift and click **[Swap]**.

If you **swap** the following screen is shown:



The first and third time are equal, this is a match swap.

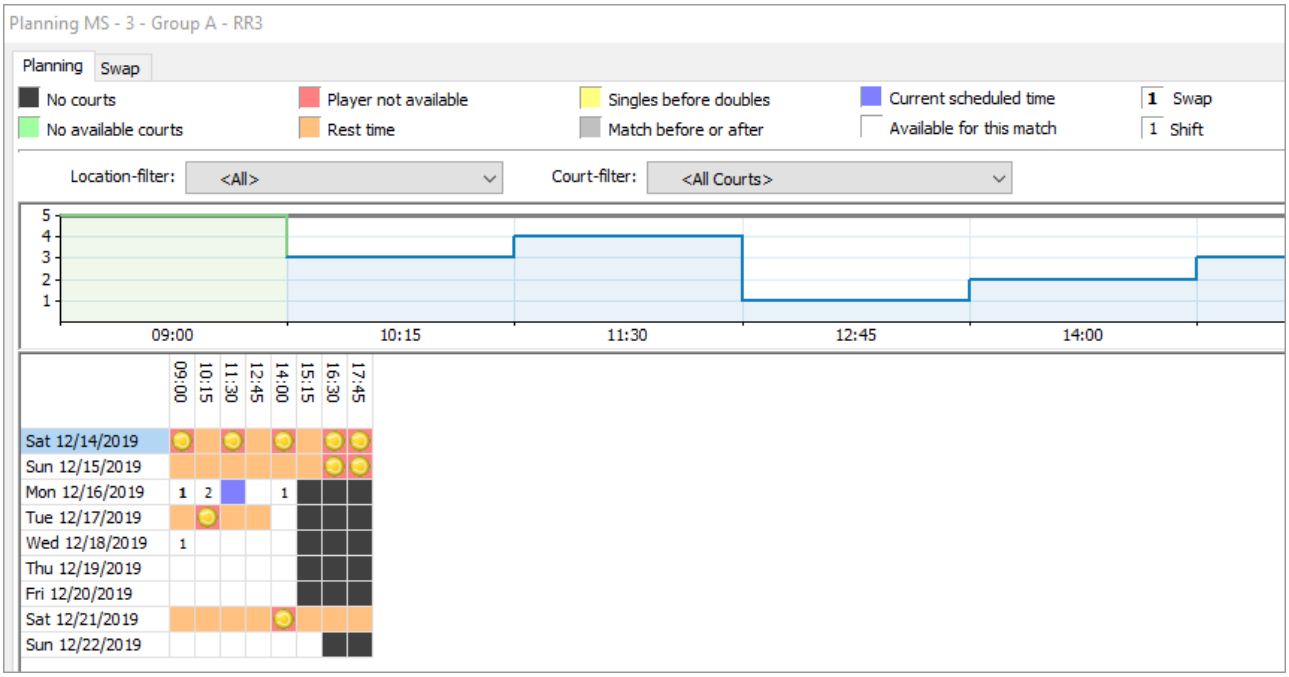
If you **shift** a match to make room for the current match the following screen is shown:



Court capacity graphic

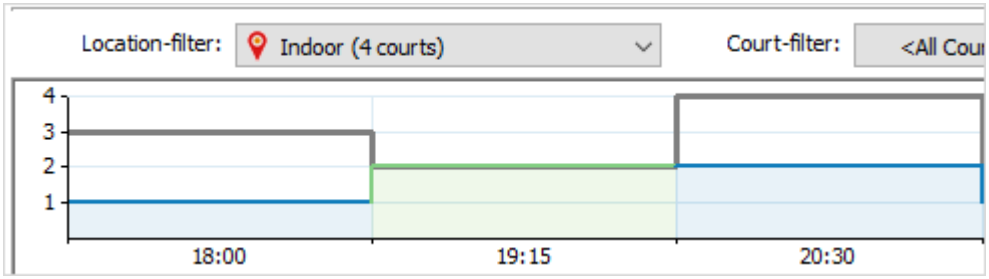
The Court capacity graphic is an extra tool for planning your tournament. It gives you the ability to see in a glance what the court capacity is and how many courts are used during the day. The blue line indicates the total court capacity. When there are matches planned this is indicated with a blue block. When the court capacity is reached a green block is displayed and when there are more matches planned then there are courts available a red block is displayed.

By clicking on the tournament days you get a overall image how the day is scheduled:

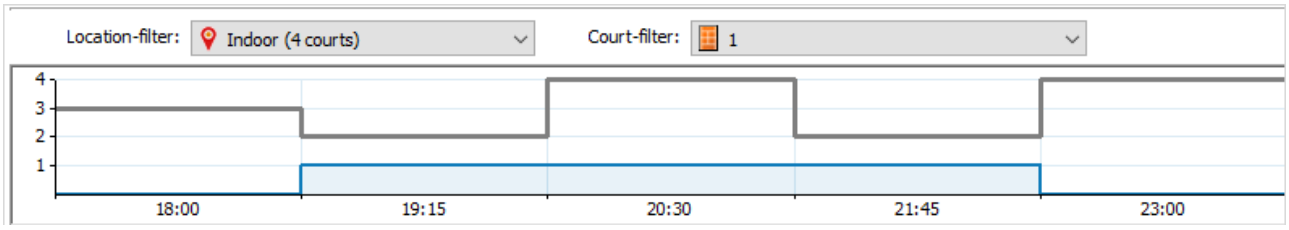


Filters

Location Filter



The graphic shows all courts of the tournament. With the **Location-filter** you can display the court capacity of one location. For instance: when a tournament is held on two locations and we select the filter location A (above "Indoor"), then the court capacity graphic will only display the courts assigned in the tournament properties to this location. All matches will now automatically be planned on the courts present on location A (3 courts at 18:00 - and *1 match*, 2 at 19:15 - *2 matches* and 4 at 20.30 - *2 matches*).



With the **Court-filter** you can display the time planning for a specific court. This option gives you a overall image when the court is taken and when it's free. This is ideal
for the tournament director to plan a exciting match on the best suitable court, like a center court. (Court 1 is available at 18.00 and 23.00.)

By selecting **Auto Assign Court** the match will automatically be scheduled on a free court available with the selected filter.

Attention: scheduling on a day does not check player or court availability and other matches. This will be done when specifying a time.

The following settings affect the palling:

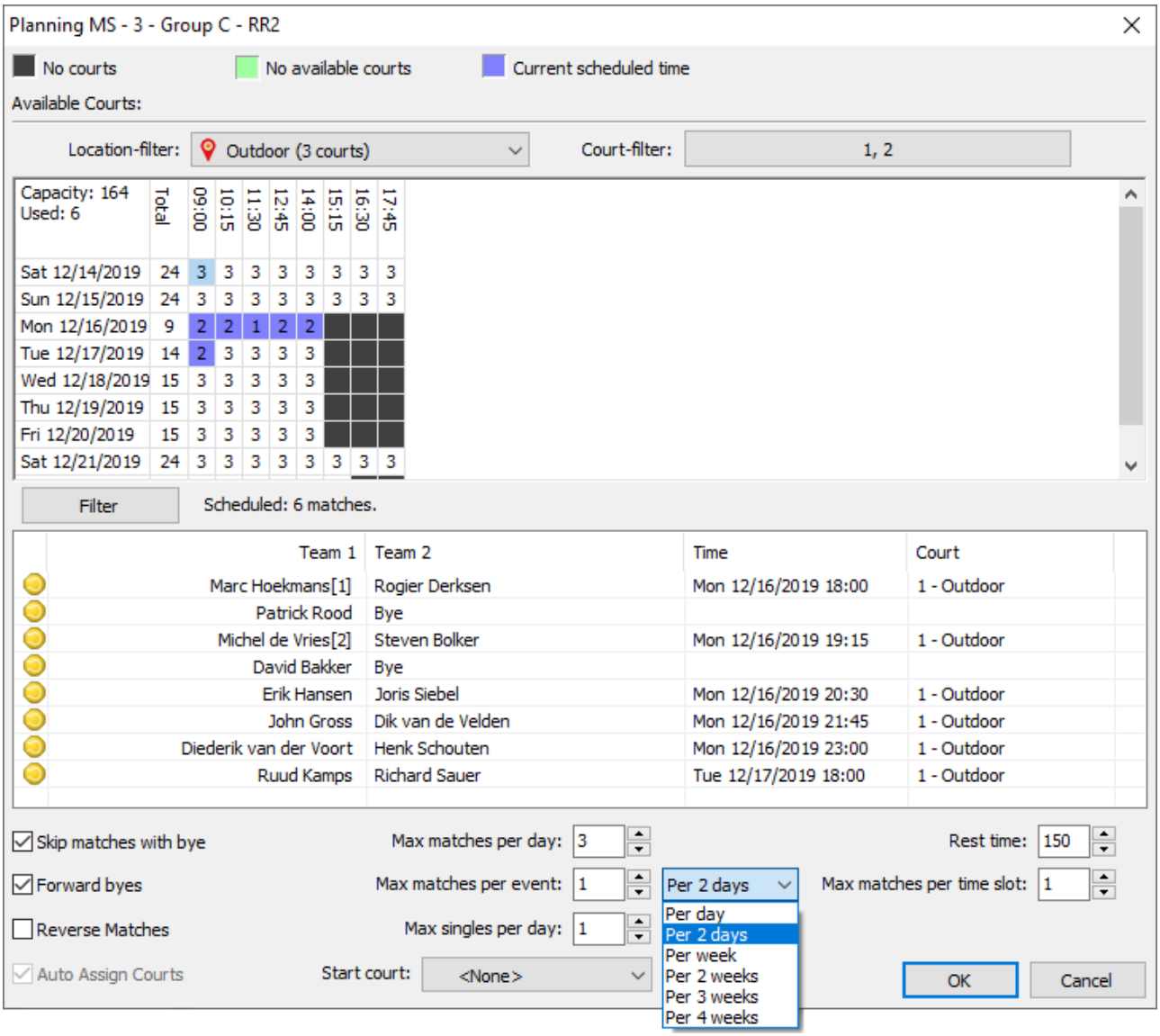
- **Rest Time**
  This is the number of minutes skipped before a player can play another match.
- **Max matches per event**
  This setting is the maximum number of matches for each player per period. When the maximum is reached, the match will be scheduled on the next day.
- **Max matches per event per period**
  This setting is the maximum number of matches per event per period for each player. When the maximum is reached, you will see the message in the Details on the right.
- **Max singles per day**
  This setting is the maximum number of single matches for each player. When the maximum is reached, the match will be scheduled on the next day.

On the right of the planning window you see the details window. This window gives you the opportunity to see if a player is available for the match. You can see very easily who is and who is not available, the players who are not available are indicated in red. In the right column you can see the number of events players are still in. Click on the player to make the memo visible at the bottom (if there is one). You can show the match memo by clicking on the tab Match Note. You can check **Highlight** to indicate this match should be highlighted in the draw and match listings.

In the right column you can see the number of events the player is still active in. This is usefull information when determining the priority of the match. Click **[OK]** to schedule the match. If you press **[Delete]** you can un-schedule a match.

Scheduling per round

This scheduling method allows you to schedule your draws per round. Select your draw and right-click on a match in a round. Select **Schedule Round** from the menu.



You will see all the matches in this round with the proposed playing times. On the top half you can see your court usage. Click on any time in the court usage to re-schedule the matches in this round. The used time slots for this round are marked in purple. The Tournament Planner will schedule matches after each other using the settings on the bottom of the screen. Below the time slots you can see how many matches will be scheduled.

Use the **Court-filter** or **Location-filter** to schedule your matches.

The following options are available:

- **Skip matches with bye**
  If a match has 1 or 2 byes it will not be scheduled.
- **Forward Byes**
  When a match has 1 bye, the other player will be forwarded to the next round.
- **Reverse Matches**
  By default the matches are scheduled top down, if you check this option the last match in the list will be scheduled on the first available time.
- **Auto Assign Courts**
  Scheduled matches will automatically assigned to a free court.
- **Max matches per day**

This setting is the maximum number of matches for each player per day. When the maximum is reached, the match will be scheduled on the next day.

- **Max matches per event per period**
  This setting is the maximum number of matches per event for each player. When the maximum is reached, the match will be scheduled on the next day.
- **Max singles per day**
  This setting is the maximum number of single matches for each player. When the maximum is reached, the match will be scheduled on the next day.
- **Start court**
  Start the planning on this court and from here on look for available courts.
- **Rest Time**
  This is the number of minutes skipped before a player can start another match, the count start at the *starting time* of the match.
- **Max matches per time slot**
  This settings is the maximum number of matches in this round to be scheduled at the same time. When you set this to 0 there will be no maximum. This setting is very useful if you want to schedule half of the courts for the Men's Single and the other half for the Women's Single.

It is possible to schedule matches on a day without specifying a time. You may want to determine the exact time on a later moment. Click on a date in the court usage to schedule on a day.

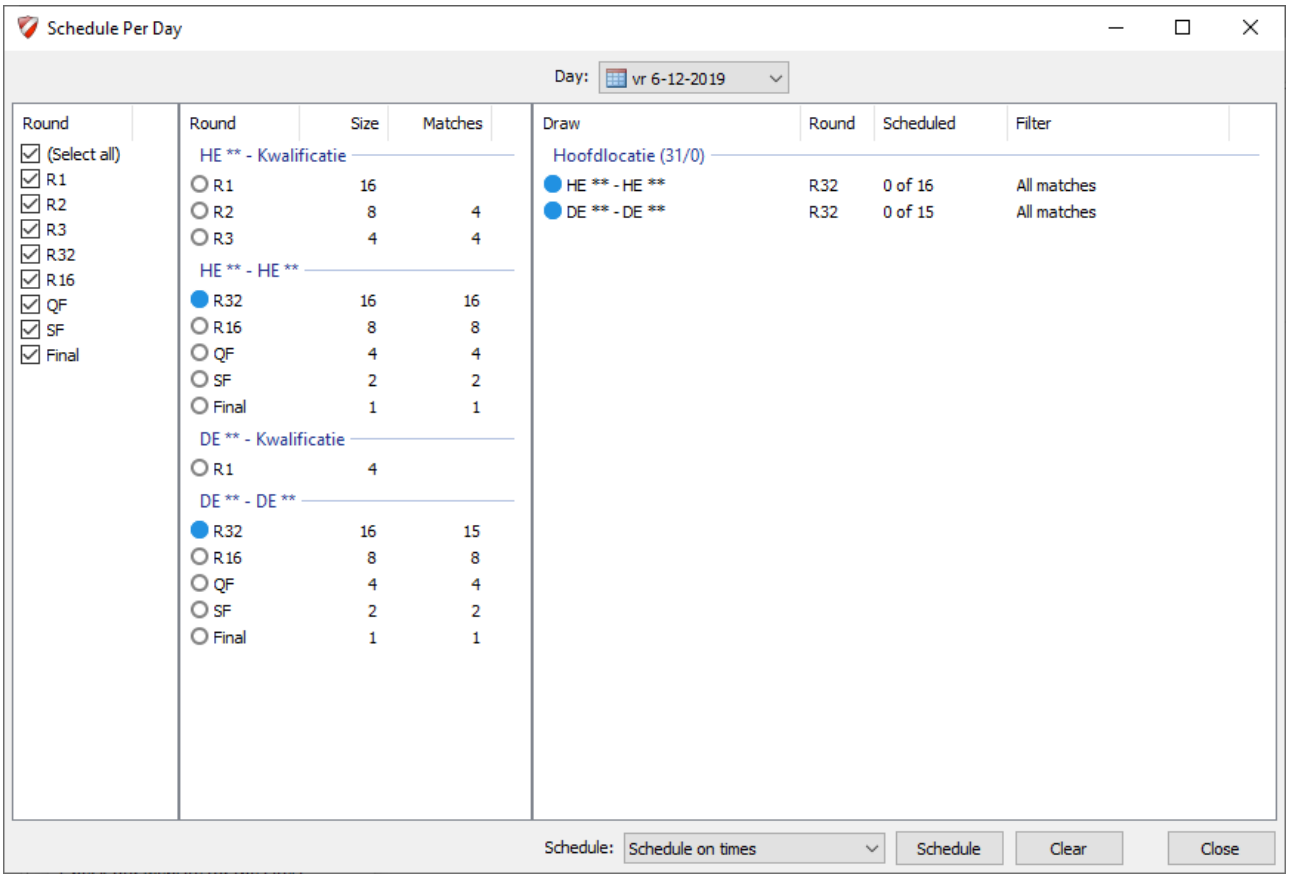
Attention: scheduling on a day does not check player or court availability and other matches. This will be done when specifying a time will be set.

Click **[OK]** to confirm the scheduling of the matches on the screen.

Attention: matches that are scheduled before you go to round scheduling will not be affected.

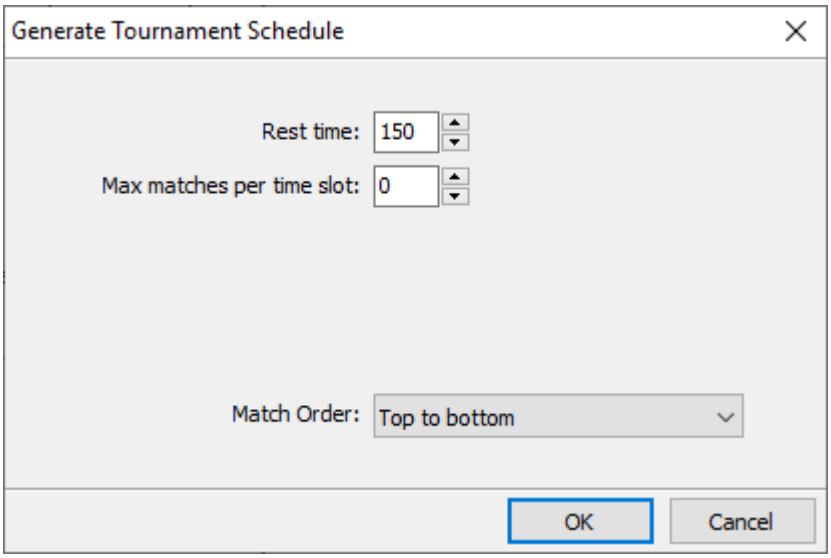
Schedule per Day

On this screen you can make a schedule per day. On the left side all the rounds are visible. You see the number of matches in the round as well as the number of matches there can be played. If there are byes in the draw this number will be lower.
Drag a round of matches to a day and if needed adjust the preferred order.



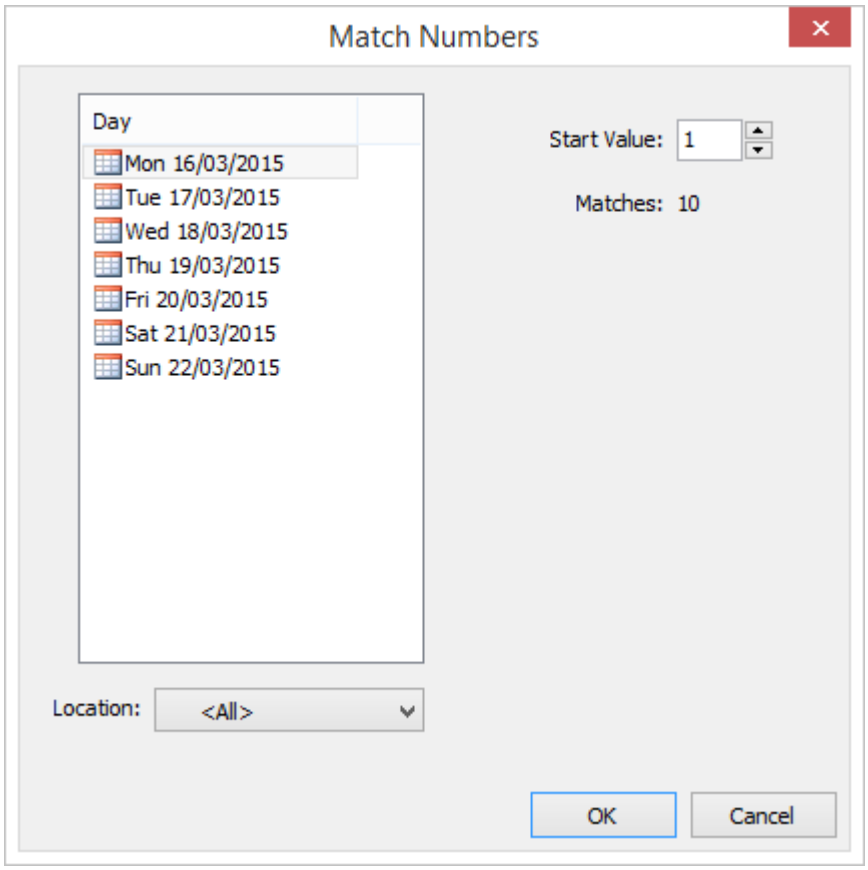
Click on Schedule to generate the schedule for the selected day.

On the next screen you can set the desired rest time and maximum matches. Further you can set the preferred match order.



Match Numbers

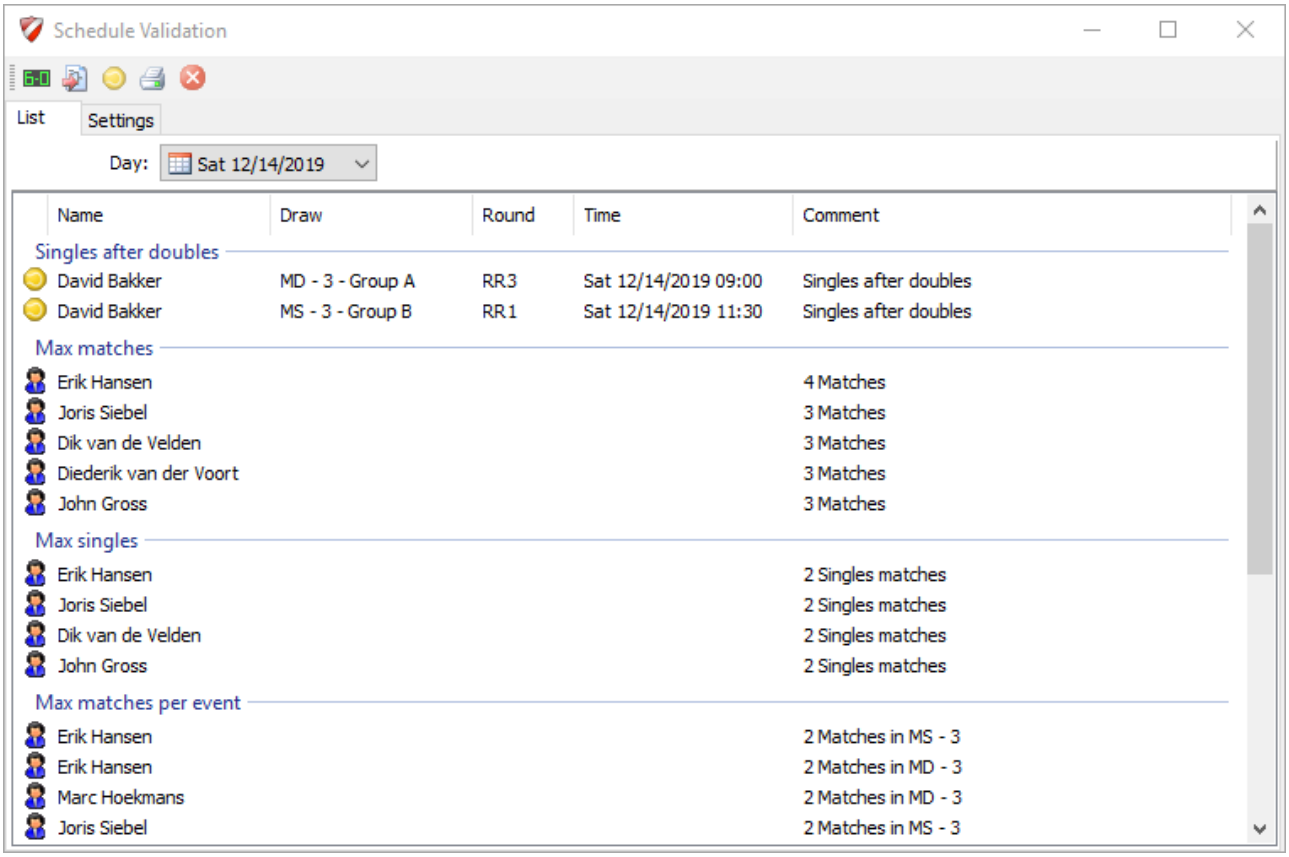
It is possible to create your own list of Match Numbers for each day, via the main menu **Draw -> Match Numbers.**



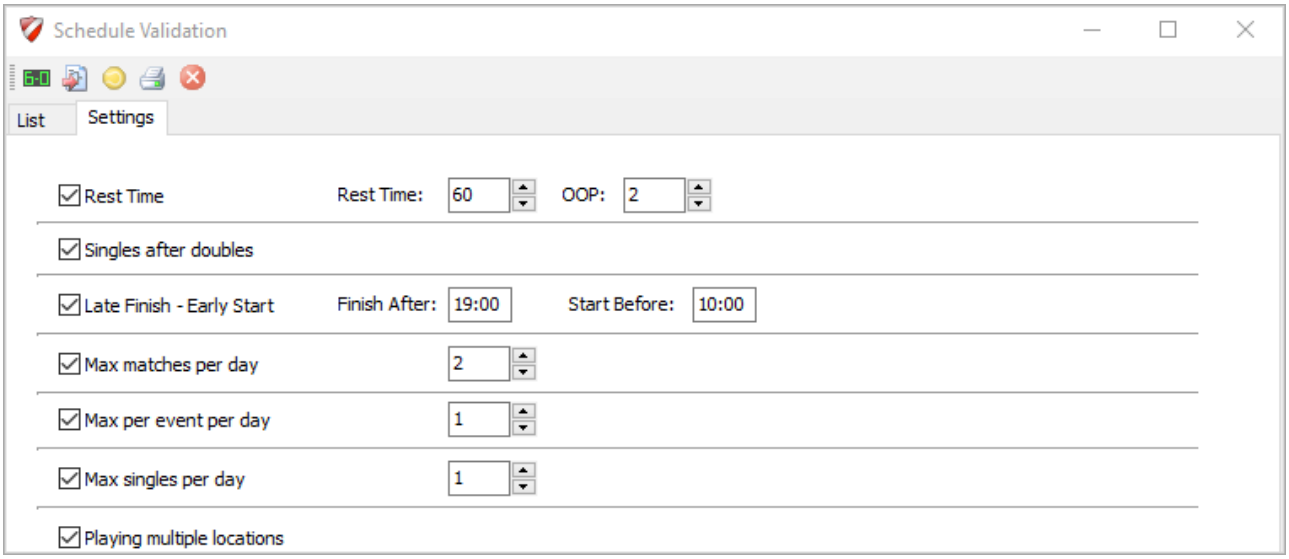
Select the **Day** and **Location** on the left and set the **Start Value** on the right. Click **[OK]** to confirm.

Validate schedule

Navigate to **Draw** -> **Validate schedule** to check if players have single matches after their doubles, exceeded the max matches per day or event - per period, max singles, rest time or is the player is playing on multiple locations. You can view the issues per tournament day.



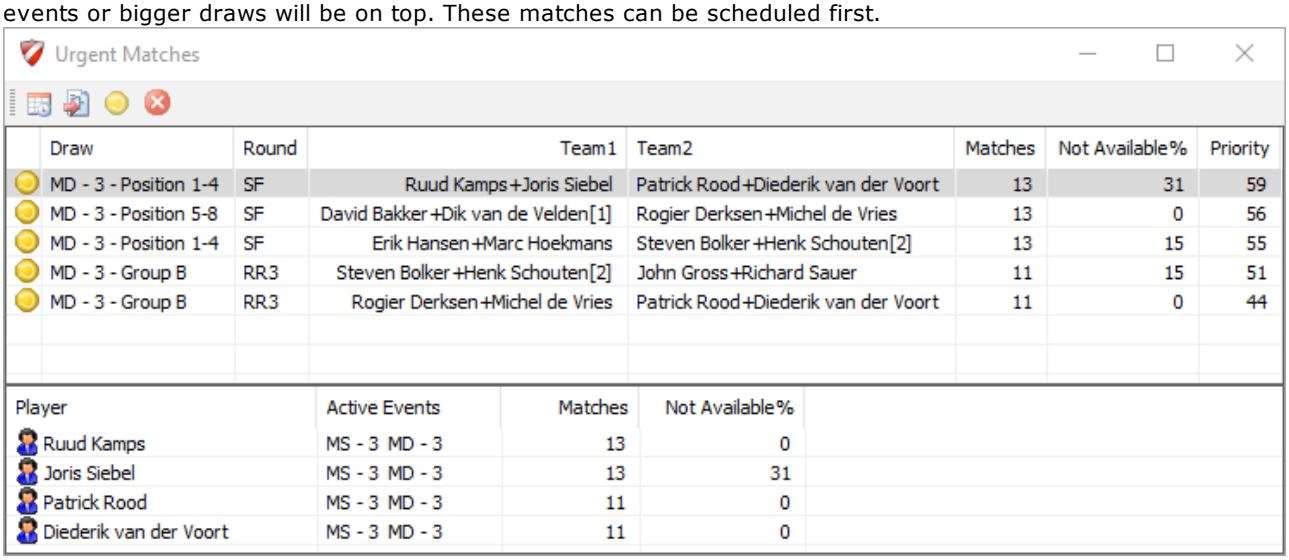
Through the settings you can indicate what the control should take into account.



Urgent Matches

Go to **Draw -> Urgent Matches** to open the Urgent Matches list.

The Urgent Matches list is based on the availability and number of matches for a player. Players with more events or bigger draws will be on top. These matches can be scheduled first.

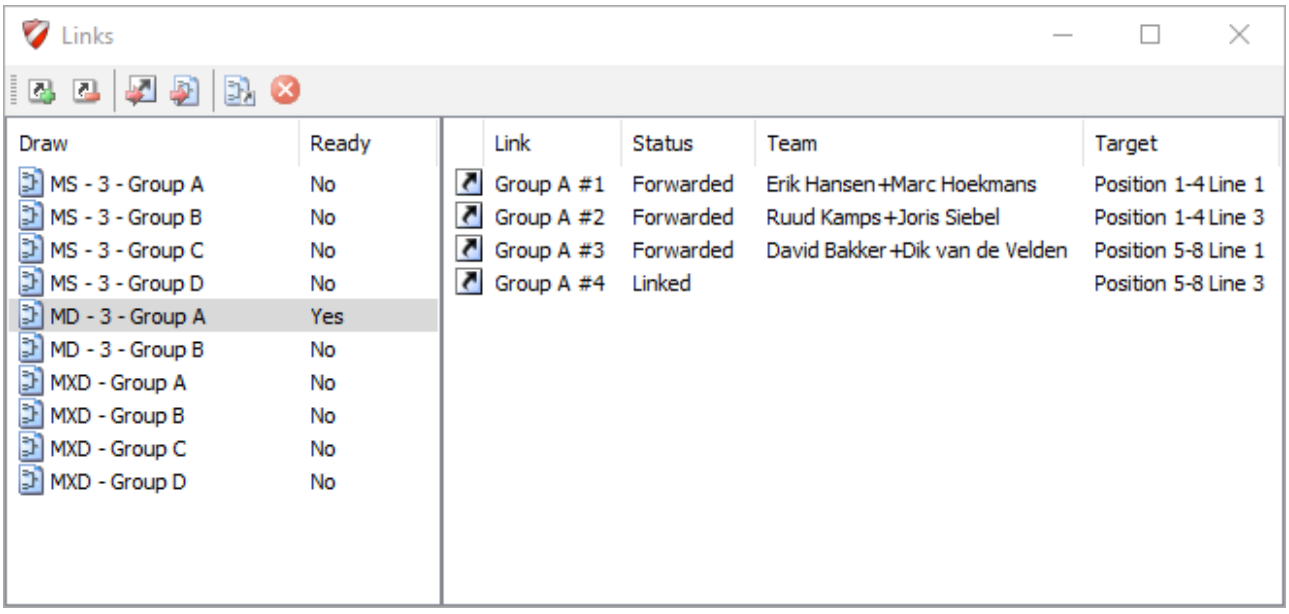


When a match is selected the
- first icon or [F7] will open the **planning** view for that match;
- the second icon will open the **draw**;
- the third icon shows the match view - Not scheduled;
- the forth icon closes this view.

Note! Only the matches with all players will show up!

Links

Select **Draw -> Links** from the main menu. Here you will see an overview of all available (and created) links, per Draw.



On the left you can select the draw sheet, on the right all the links are displayed concerning the selected draw sheet. Every **link** will show its position from the qualification draw, the **status,** the forwarded **team** and the **target**. The ready state next to the draw name will indicate if the qualification draw is finished.

The status can be:

- **Forwarded**
  There is a link and the team is forwarded.
- **Linked**
  The link is created.
- **Not Linked**
  There is no link for this position.

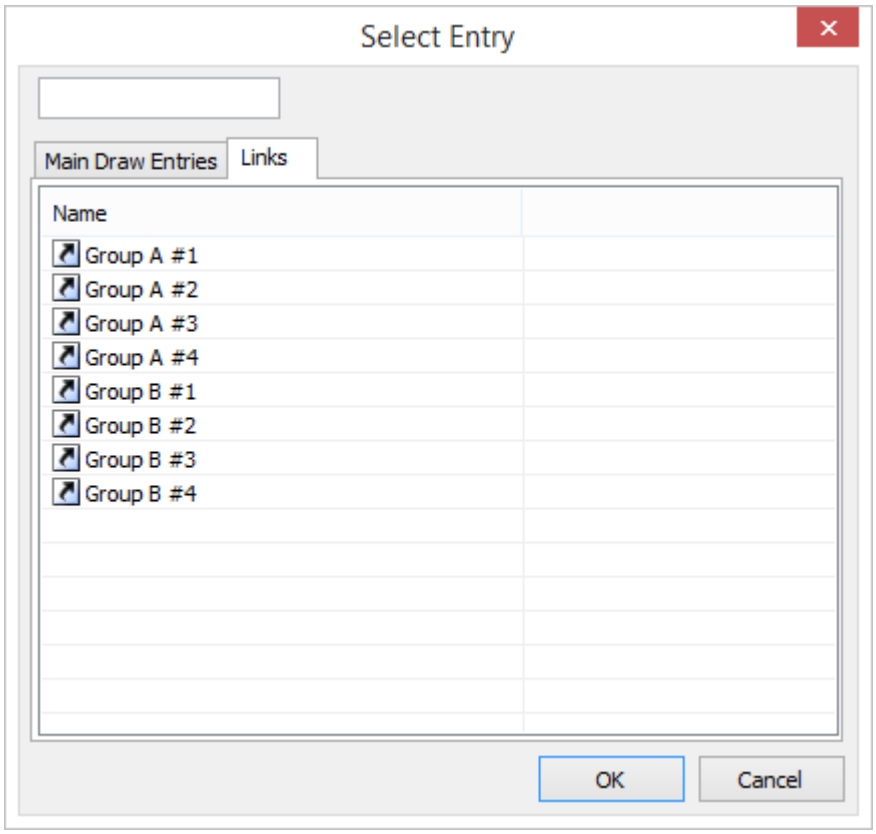
If a link is created and the qualification draw is played, then it is possible to advance the player to the main draw by clicking **Forward**. If you right click a link and select **Show Link Source** the qualification draw is opened. If you select **Show Link Target** the Target draw where the link is linked to is opened.

You can add your own links as well (manual links) with the button **Add Link**. These manual links can have any name you want. The main purpose is to show the source of a player in the next stage of the draws, for example 'Best No. 2'. Manual links will never be forwarded automatically. After the source draw is finished you need to replace the link in the target draw with the correct player. You can delete a manual link using the button **Delete Link**.

Create Links

If there are qualification draws is this event, you can link these draws with the main draw. In case of an elimination draw the winner is available and in case of a round robin every position is available as a link for main draw.

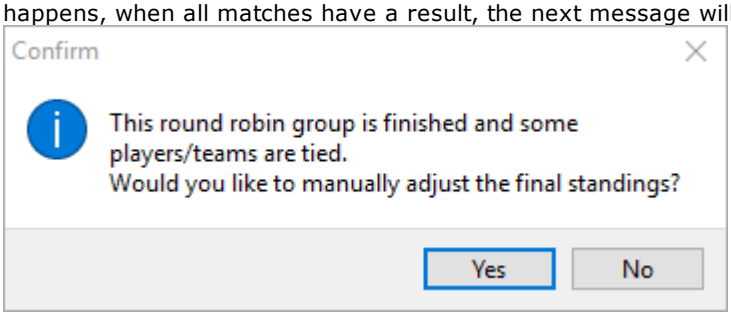
To make a link select with the mouse or with the cursor keys an empty position in the first round of the main draw, and click the button **Select Entry** or press **Enter**. Now select the **Links** tab. You will get a list with available winners and/or round robin positions that aren't in the draw yet.



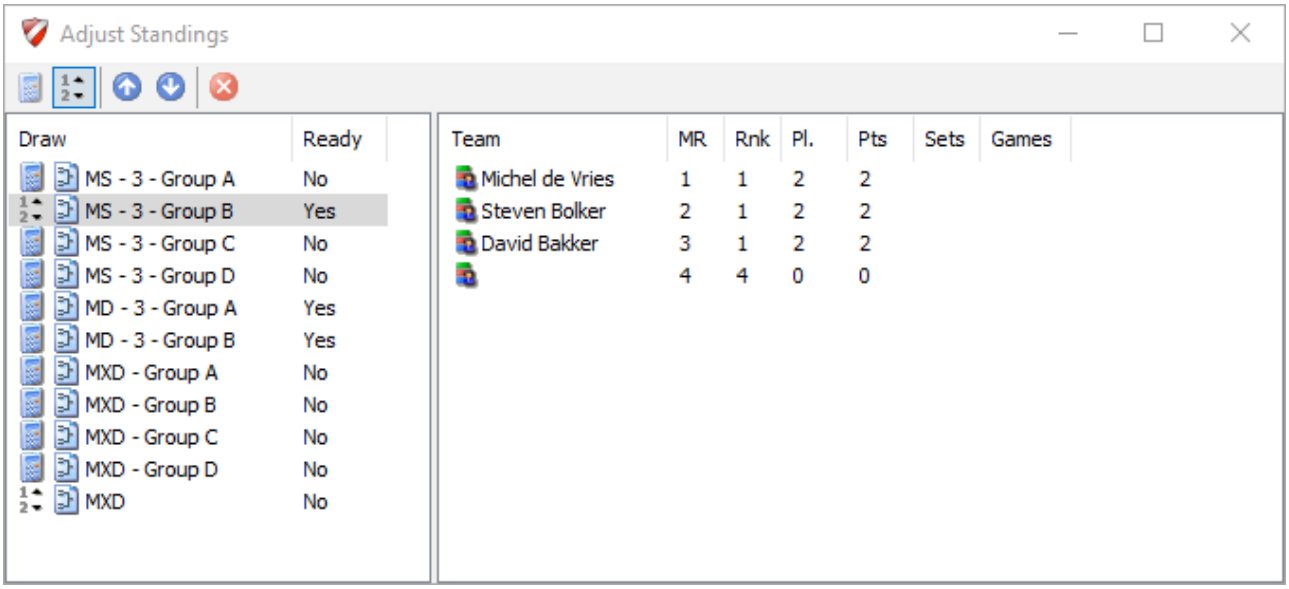
Select a link from the list and press **[OK]** to place the link in the draw. Click **[Delete]** to remove the selected link from the draw.

Draw Standings

The draw standings are automatically calculated according to the rules defined in the tournament properties. However it can be possible more than one player finishes with the same ranking in a round robin. If this happens, when all matches have a result, the next message will be shown:



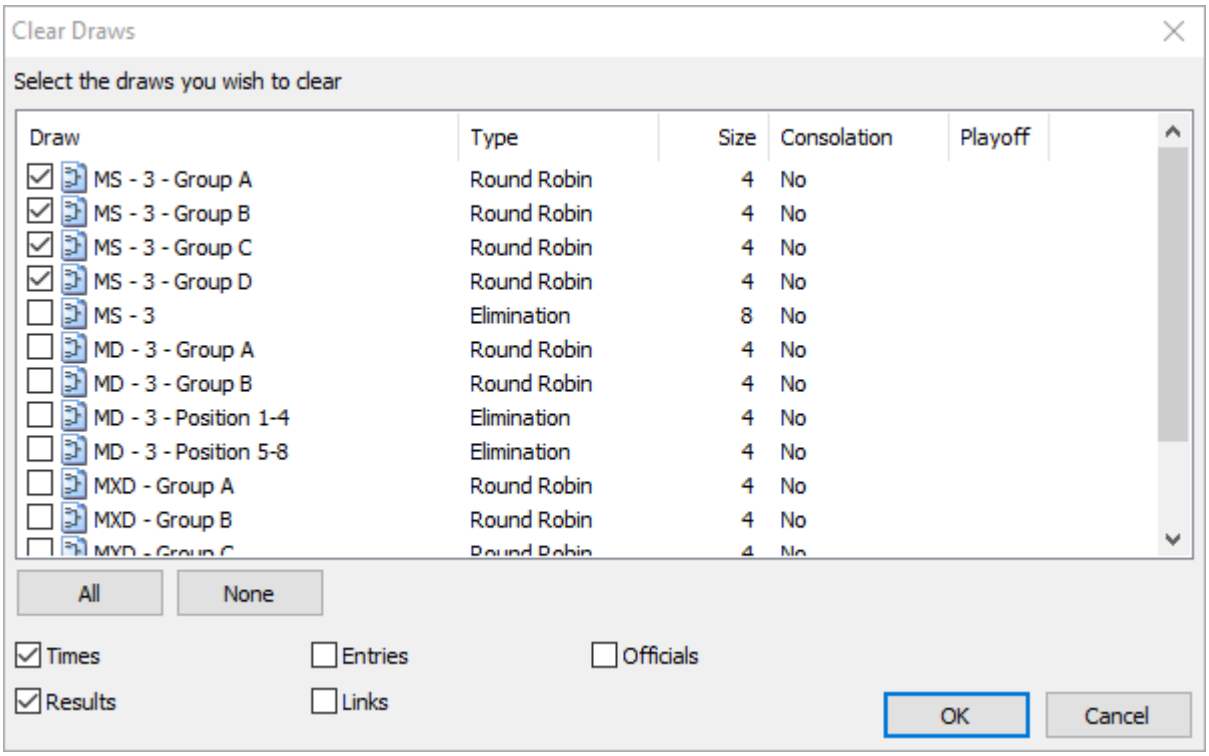
If you click **[Yes]** you can then manually adjust the standings. (Or select **Draw -> Adjust Standings** from the main menu.)



To change a round robin to manual calculation click on **Manual** (the second icon). You will now see a **M**anual **R**anking (MR) in the standings. To change the ranking order click on a player and use the arrow buttons **up** and **down** to change the players ranking. When you decide to move back to the calculated ranking click on **Calculate** ( ).

Clear Draws

If desired you can clear whole draws in one time. To do this, select **Draw -> Clear draws** from the main menu. You will now get this window.

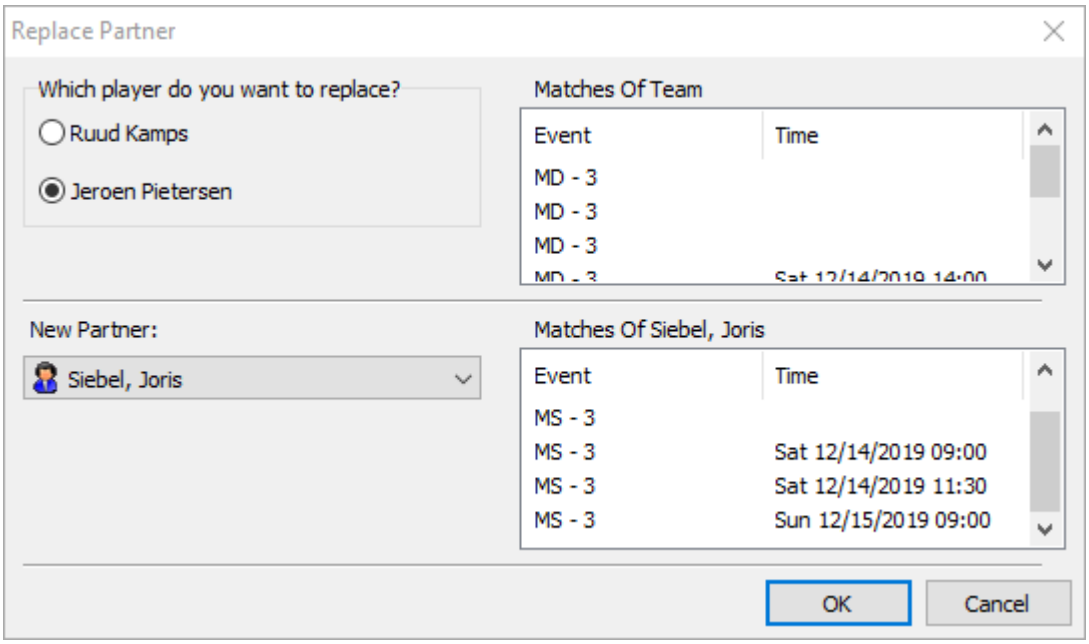


You can select the draws you want to clear. Click on **[All]** to select all draws, click **[None]** to de-select all draws. If you just want to clear the scheduling, check **Times**. If you just want to clear the results and/or

players you can check **Results** and/or **Players**. Click **[OK]** to clear the selected draws. The draws will not be removed, only cleared.

Change partner

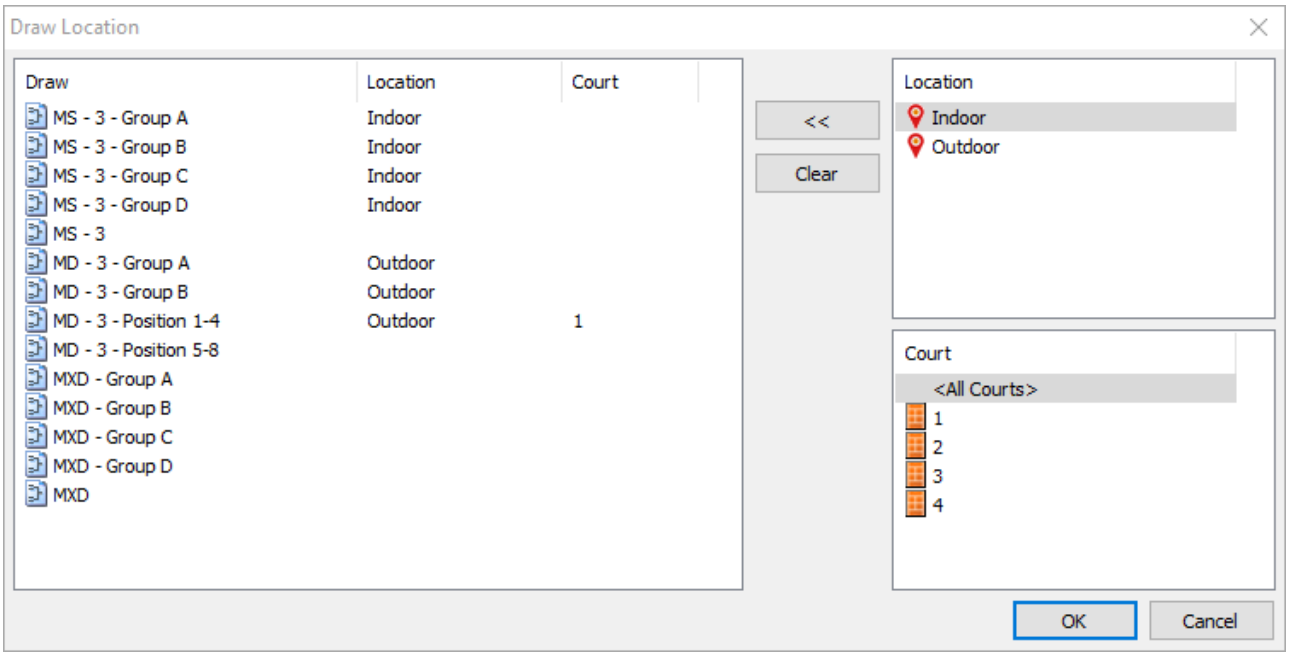
If you want to change the partner for an entry after you have already have scheduled the matches, then select the entry in the Draw, click the right mouse button and select **Change Partner**.

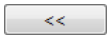


You can now replace one of the partners. The new partner will be replaced in *all matches (!)*. On the left top you can select which of the two players needs to be replaced.
Then select a new partner. Make sure the new partner is entered for the event. If there is already a match planned for this new partner on a time the team is also playing, then you will get a message. You cannot plan the new players until the conflicting match is removed from that point of time. Click **[OK]** to replace the partner.

Draw Location

When a tournament is held on several locations it's possible to link a draw to a location. Select from the main menu **Draw -> Draw Location**.

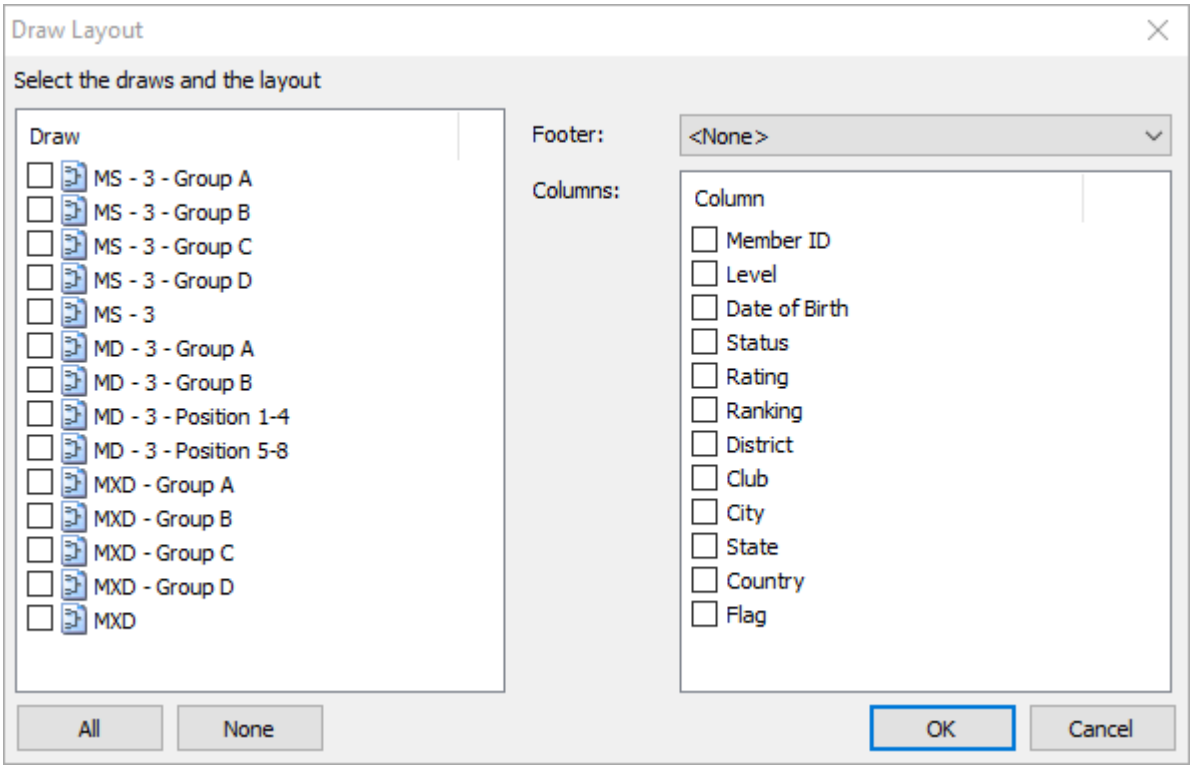


On the left you can select a draw and on the right the location. Press on 

to link them to each other. When you schedule the draw all matches will be automatically planned on the linked location. It's always possible to make changes and schedule matches manually on a different location. If you want the draw is being played on a specific court you can also link the draw to a specific court.

Draw Layout

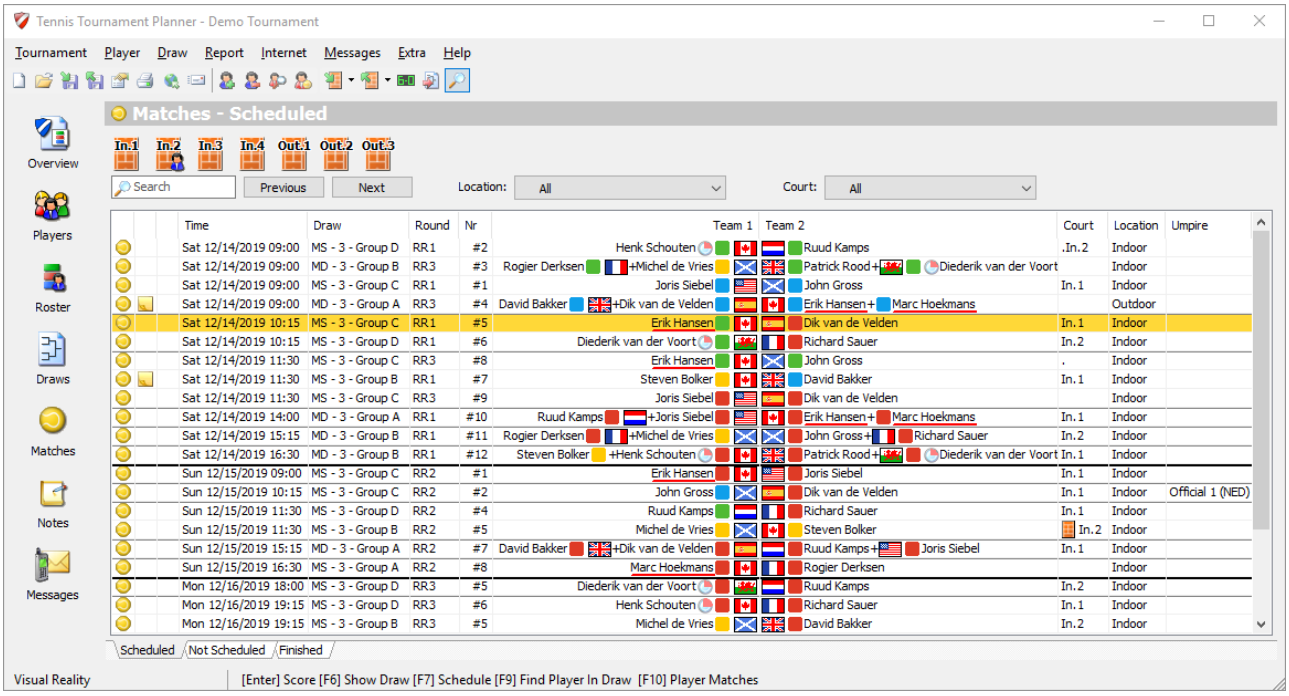
You can change the layout for multiple draws at the same time. Select **Draw -> Layout** from the main menu.



Check the draws you want to change on the left. Click on **[All]** to select all draws, click **[None]** to de-select all draws. Select a draw header and check the desired column. Click **[OK]** to update the draws with the new layout.

Matches

By clicking the **Matches** button in the left menubar you will enter in the **Matches** view.

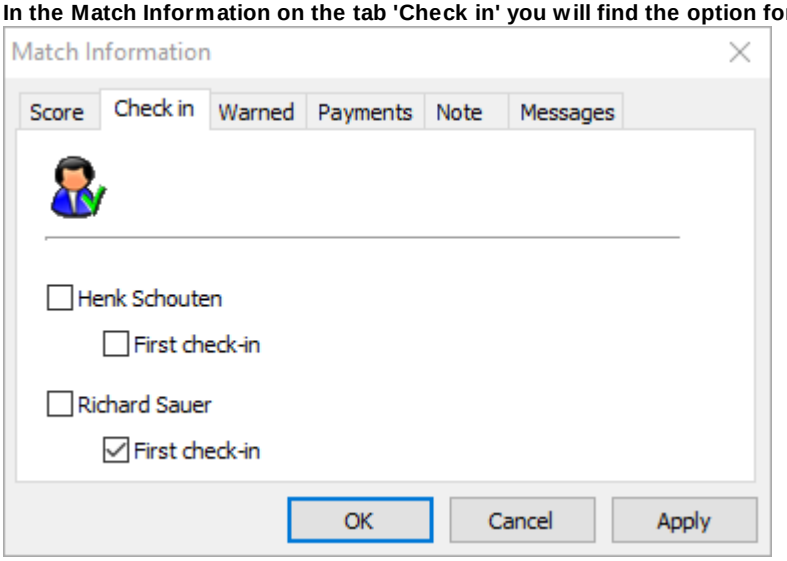


An overview is displayed of all the matches. You can change the view via the ***three tabs at the bottom*** to **Scheduled**, **Not Scheduled** or **Finished** matches. The matches are ordered by the scheduled times, displaying the first match to play on top. If a match has a note attached you can view it by placing your mouse-cursor over the note-icon. You can highlight a match in different colors, so they attract your attention (this is not visible online).

The players can be displayed with a different color behind or in front of their name, depending on their status:

- **Red**
  The player is not warned.
- **Blue**
  The player is warned.
- **Green**
  The player has checked in.
- **Red Underlined**
  The player has not payed the tournament fee.
- **Yellow**
  The player is currently on court.
- **Watch**
  When a match has ended a watch will appear behind the names of the players displaying the remaining rest time. When there is no watch visible the rest time has ended.
- **Memo Icon** (in front of the date and time)
  A sign of a memo means the match has a memo. You can right click the match and select **Match Properties**. On the **Note tab** you can read the memo.
- **The number "1" in a colored box**
  In the Tournament Properties on the tab 'Draws' the box for "Show first check-in" is checked. This is an option to check if a player has checked in for the first time, to hand-out a tournament gift (a towel or bidon).

In the Match Information on the tab 'Check in' you will find the option for the first check-in:

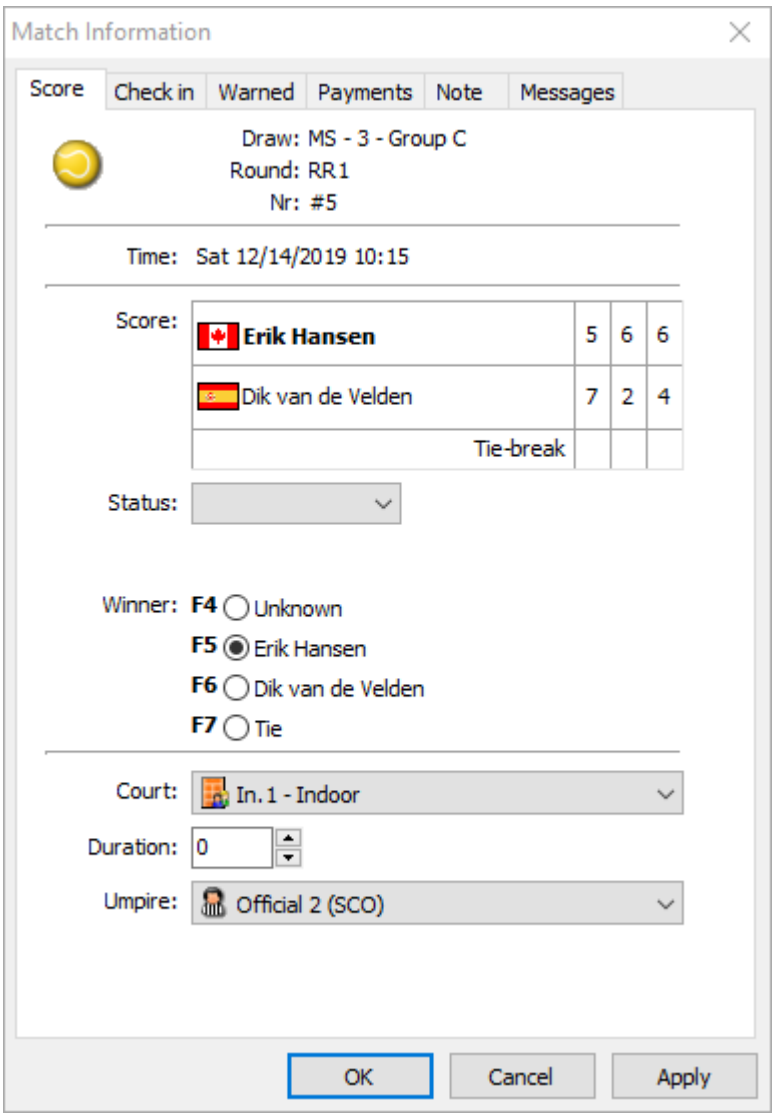


Highlighted matches are displayed in bright yellow (or other colors) to attract your attention.

To search for a match of a certain player you can use the search field. Filling in the name will highlight all the matches of the player in green. With the location filter it is possible to only display the matches for a specific location.
Tip: Press **F9** to search for a player in the draws.
Tip: If you want to view the player in the player view right click on a match and select the player.
Tip: Press **F6** to find the selected match in the draw sheets.

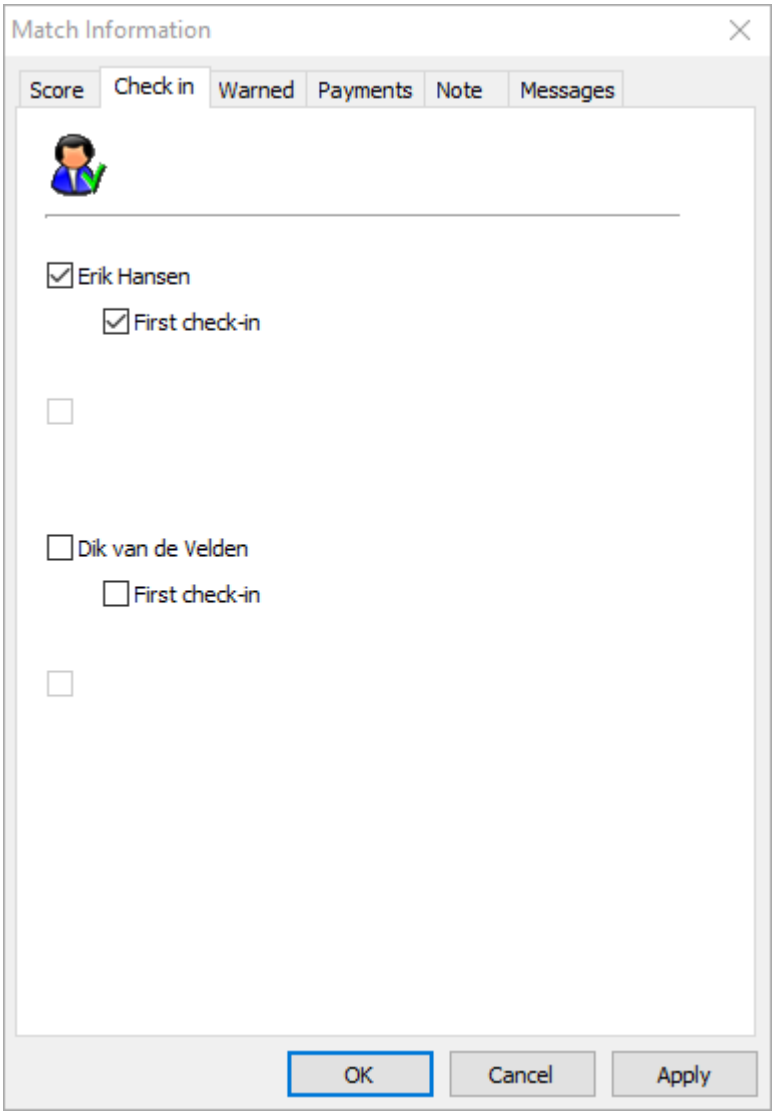
By double clicking on the match, pressing **enter** or clicking the **Match Properties** you can enter the result of the match or change the status of a player.

Score tab



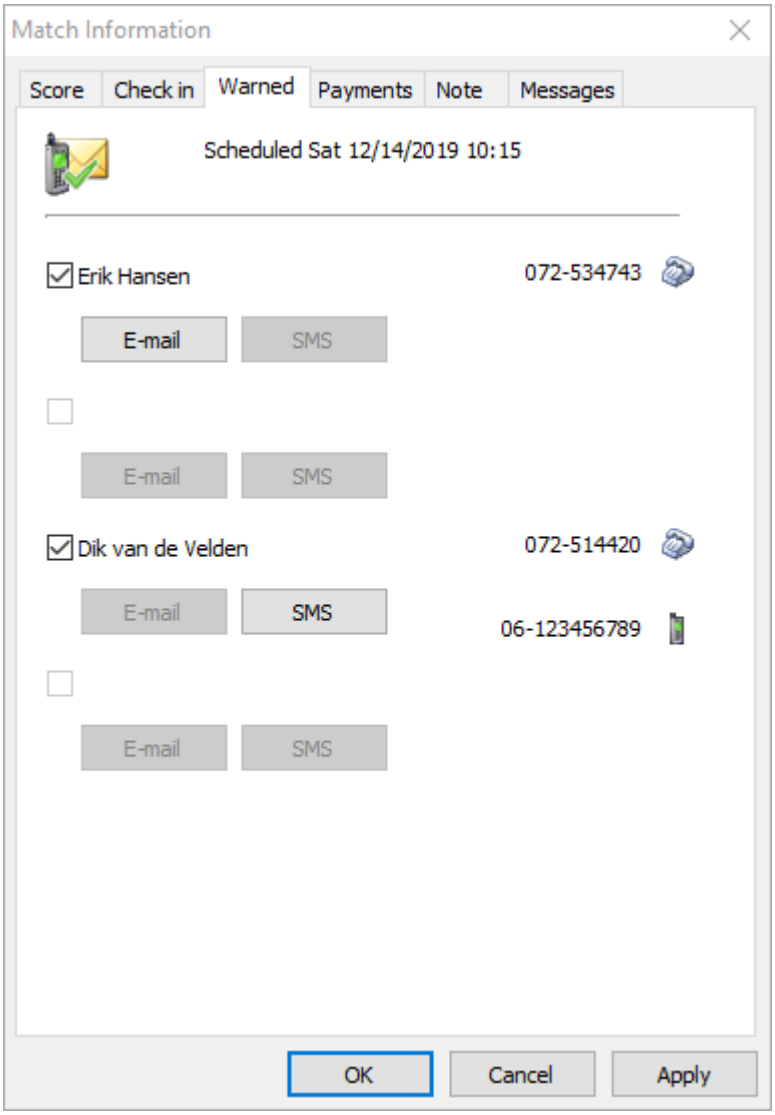
At **Court** you can select the court where the match should be played. If the match is finished you can enter the result. Use the cursor keys to navigate through the score field. In the **Tournament Properties** you can select if the score should be auto completed. If so, it helps you to enter scores quickly. Just enter the score of the losing team and the tournament planner will automatically complete the rest. If you want to enter the score 5-7, 6-2 en 6-4, just simply enter 5, 2 and 4.
The winner is selected automatically during your input of the score. With the **Function-keys** you can select a winner yourself. If necessary you can add an ***Status*** indication for **Walkover**, **Retired**, **Disqualification** or **Not Played**. At **Duration** the match duration (minutes) can be filled in. At **Umpire** you can select the umpire for this match.

Check in tab



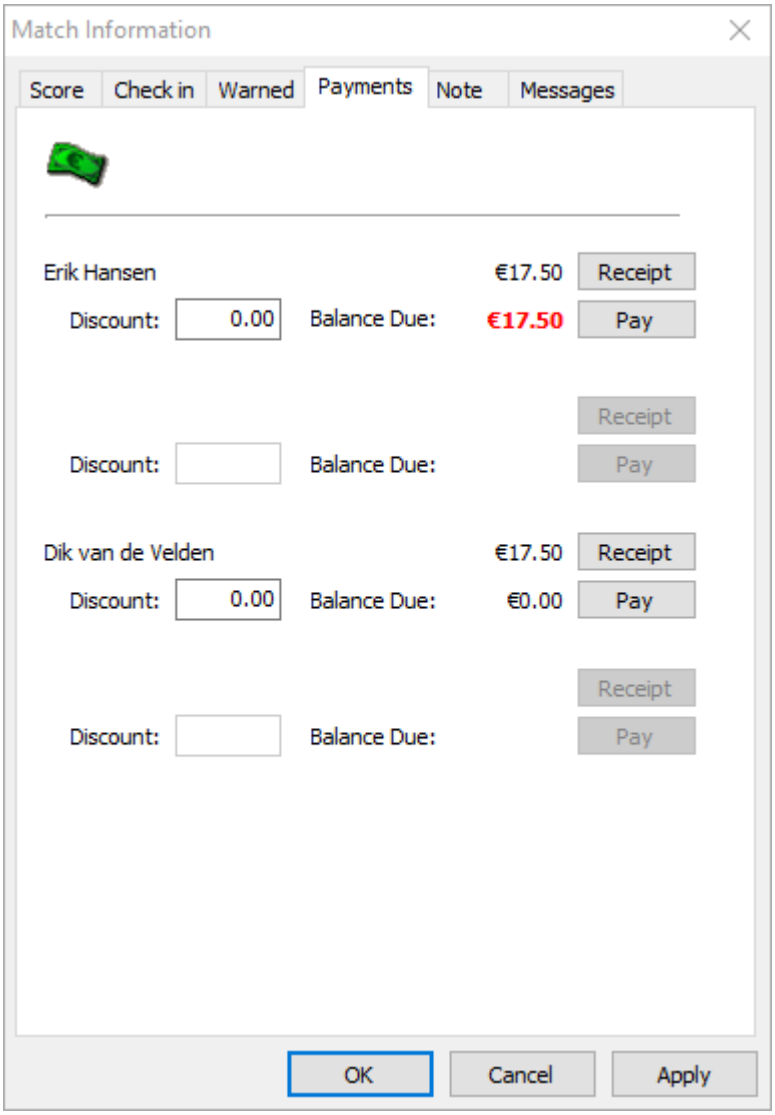
You can indicate if the players have checked in. In case of a double event all players can be checked in separately.
If "***First check in***" is visible you have the option to check if a player has checked in for the first time, to hand-out a tournament gift (a towel or bidon). This box you can set via the **Tournament Properties** on the tab '*Draws*'.

Warned tab



You can indicate the players as warned. In case of a double event all players can be marked as warned separately.
You can use the **[E-mail]** or **[SMS]** button to send a message to the player (if available).

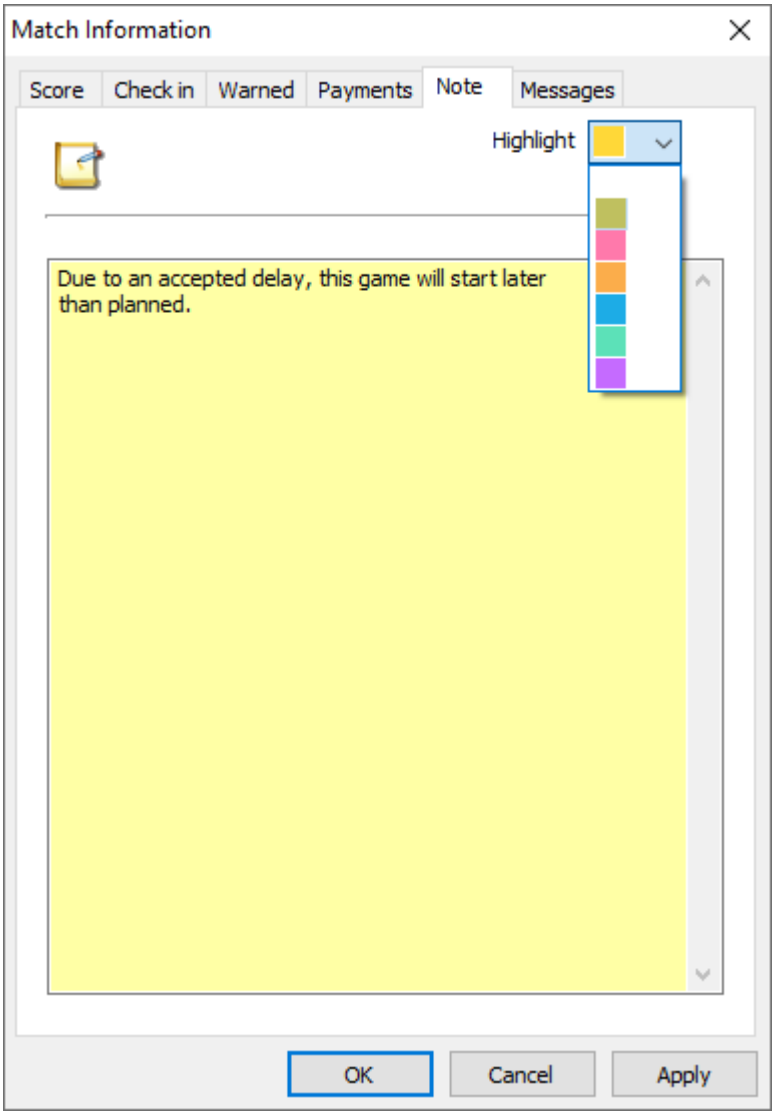
Payments tab



You can check the players if have paid the tournament fee. In case of a double event all players can be checked separately. At **paid** you can enter the amount paid at **discount** the discount the player received. If you click **[Pay]** the Payment Properties will be opened, the amount to pay is filled at *Amount,* you can make the registration of the payment. If you click **[Receipt]** a receipt for each player can be printed.

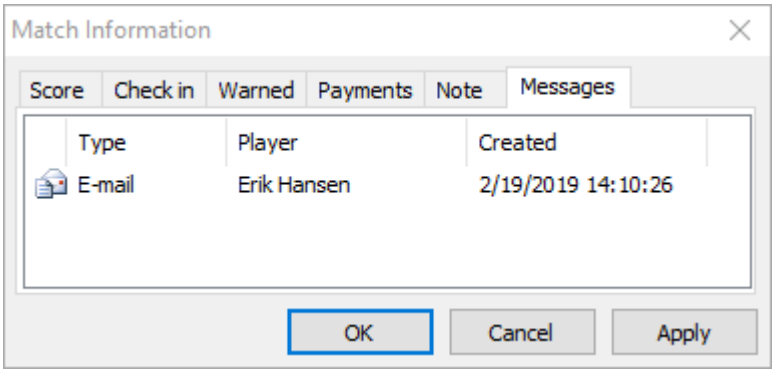
Tip: You can also print the receipt beforehand, but only after payment the players will get their receipt.

Note tab



On the **Note** tab you van enter a note for *this match* and you can **[Highlight]** this match so it will track your attention.

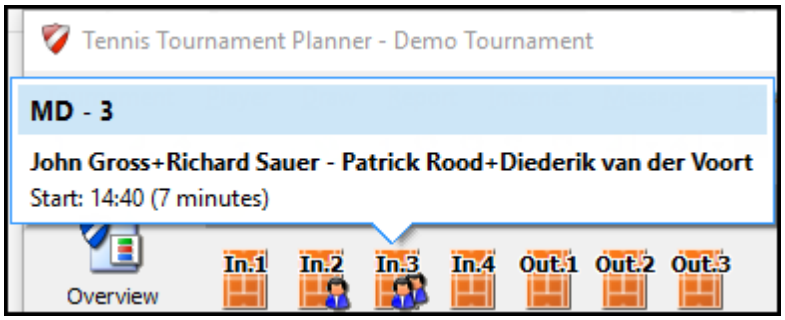
Messages tab



This tab shows you a view with all the send messages from this match.

Assigning courts

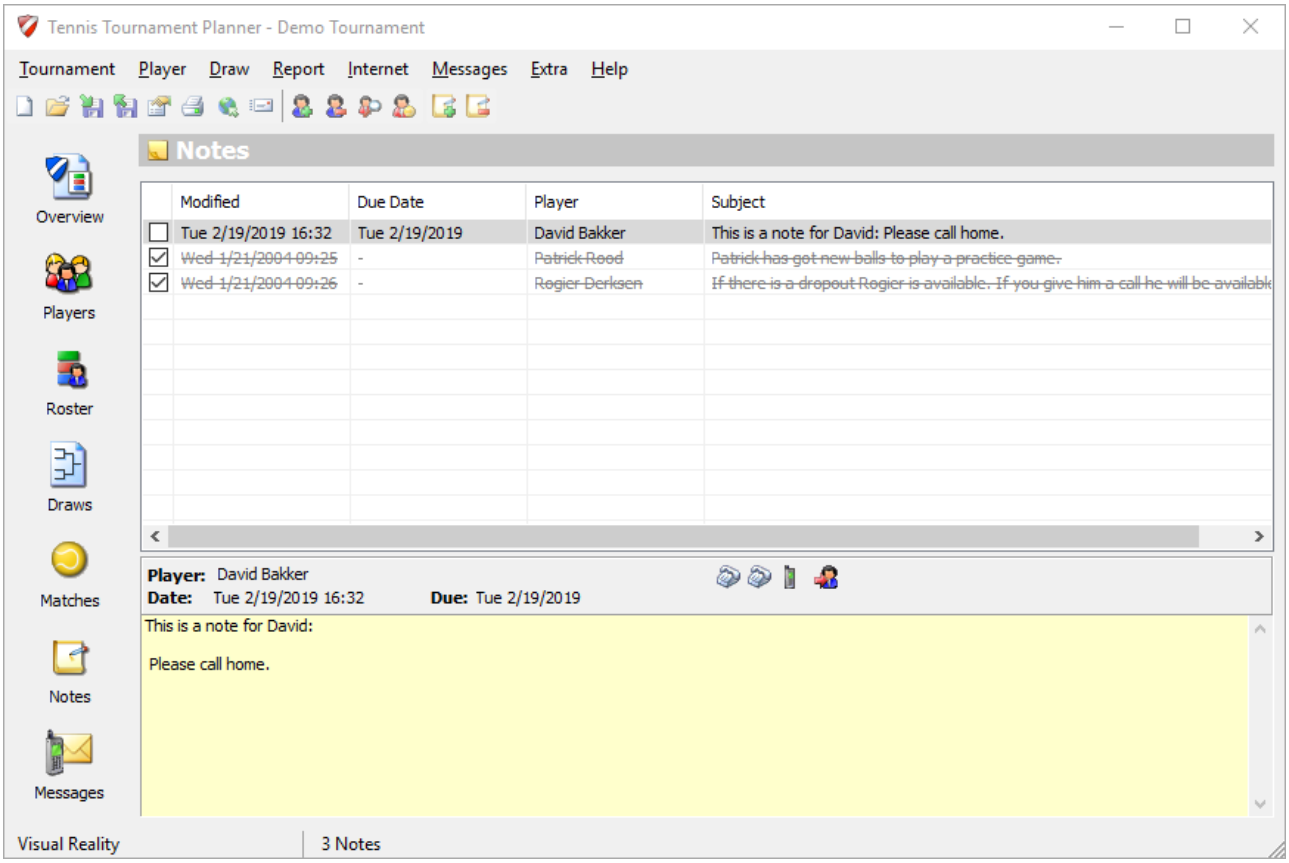
You can assign a match to a court. You can do this by clicking **Match to court** and then select a court. You can also drag and drop a match on a court using your mouse. If the match is finished and you have filled in the result, the court will automatically be freed. Also if you assign another match to a court, the assigned court of the prior match will be freed. You can also click on **Free court** and select the court in order to free it manually. Another way of freeing a court is to right click the court and select **Free Court**.



Tip: Hover your mouse over a court to see who is playing, the start time and the duration of the match.

Notes

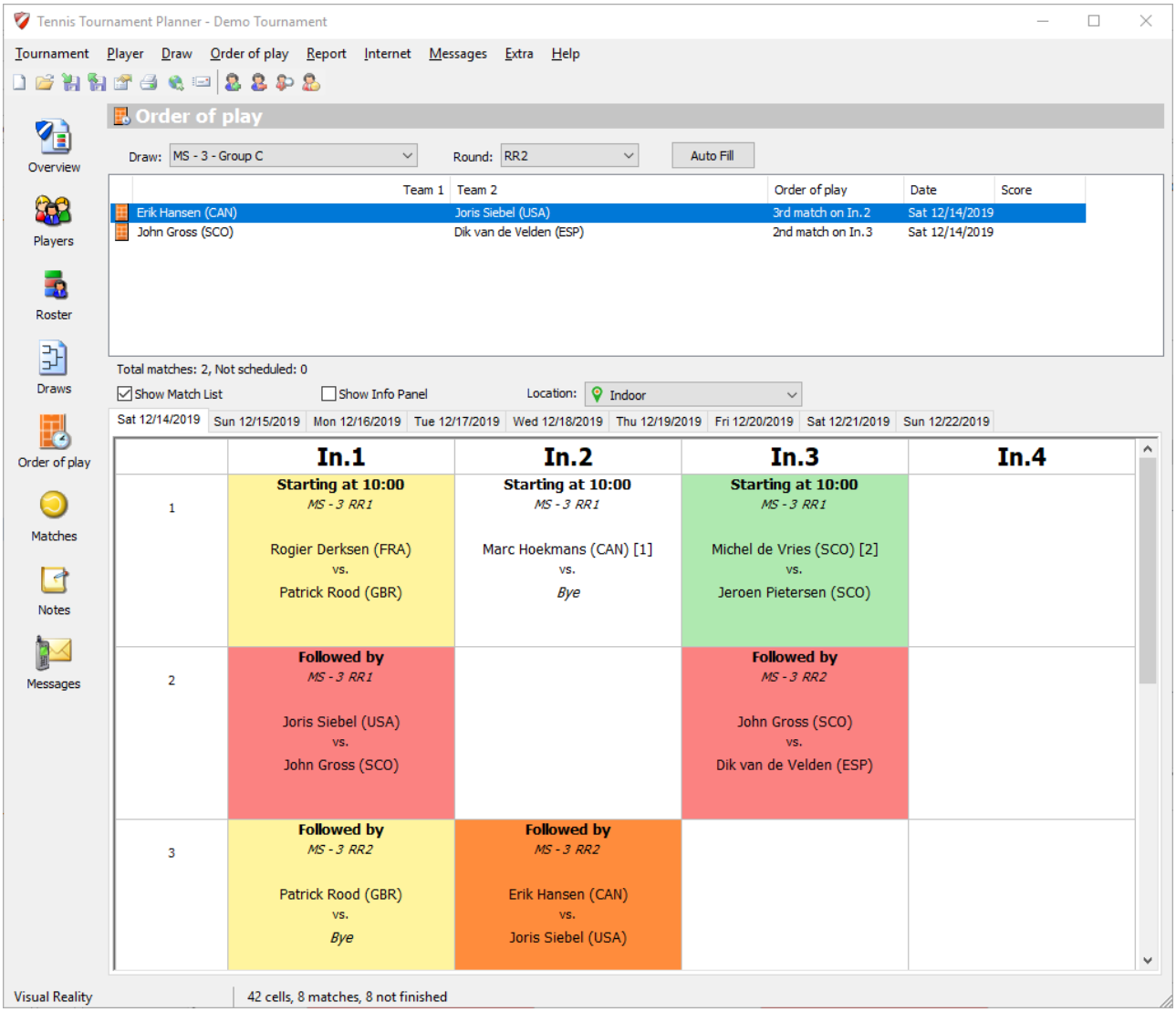
By clicking on the **Notes** button on the navigation bar on the left you can switch to the **Notes** screen.



You will see an overview of all your notes. Click **Add Note** to create a new note. You can edit your note in the yellow box. Click **Select Player** to assign a player to this memo. You can click **Clear Player** to remove the player.
The last modification date of the note is automatically saved when you edit a note. You can use the phone buttons to contact a player. Click on **Show Player** to show the details of the assigned player.
You can mark your note as done by placing a check in the box in the list. The font will be changed to strike-through. Click on **Delete Note** to delete the selected note.

Order of Play

By clicking the **Order of play** button in the Outlook bar you will enter the **Order of play** view.
Please note this option is only visible if you have selected this in the **Tournament Properties** via the *Scheduling* tab.



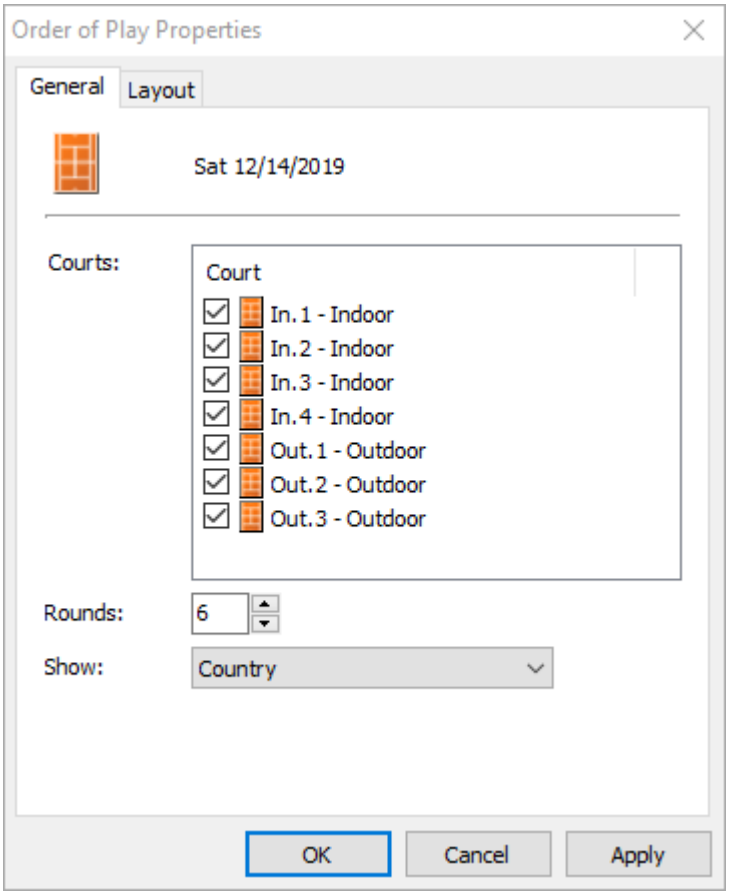
The order of play is an alternative way of scheduling your matches using the follow-by system. On the top-half of the screen you can select the draw and the round you want to schedule, which will show you all the matches in that round for the selected draw. Simply drag a match from the list onto the grid to schedule it. You can move matches to other courts or rounds by dragging them from one cell to the other. To remove a match, select it and press the delete key.

Cells can be colored when a player has multiple matches on the same day:
- Green: One of the players has another match with enough of space in between.
- Yellow: One of the players has another match with not enough of space in between.
- Red: One of the players has another match in the same round.
- Orange: One of the players has another match in a consecutive round.

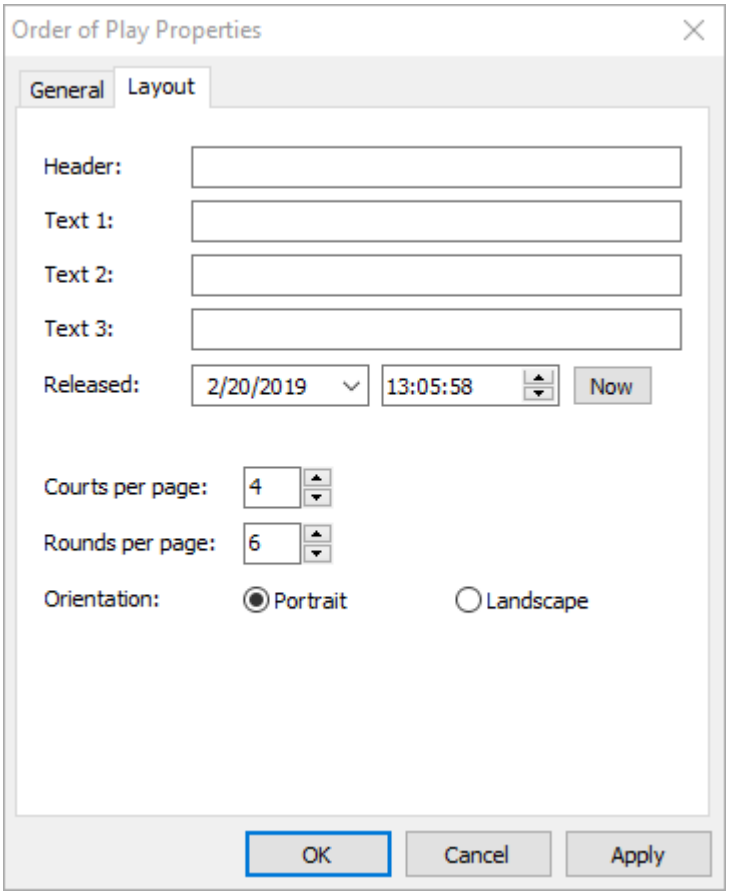
You can change the properties of the order of play by selecting **Order of play -> Order of play Properties** from the menu or right-click in a cell and click **Order of play Properties**.

You can change a specific cell by selecting **Order of play -> Cell properties** from the menu or right-click in the cell and click **Cell properties**.

Order of Play Properties

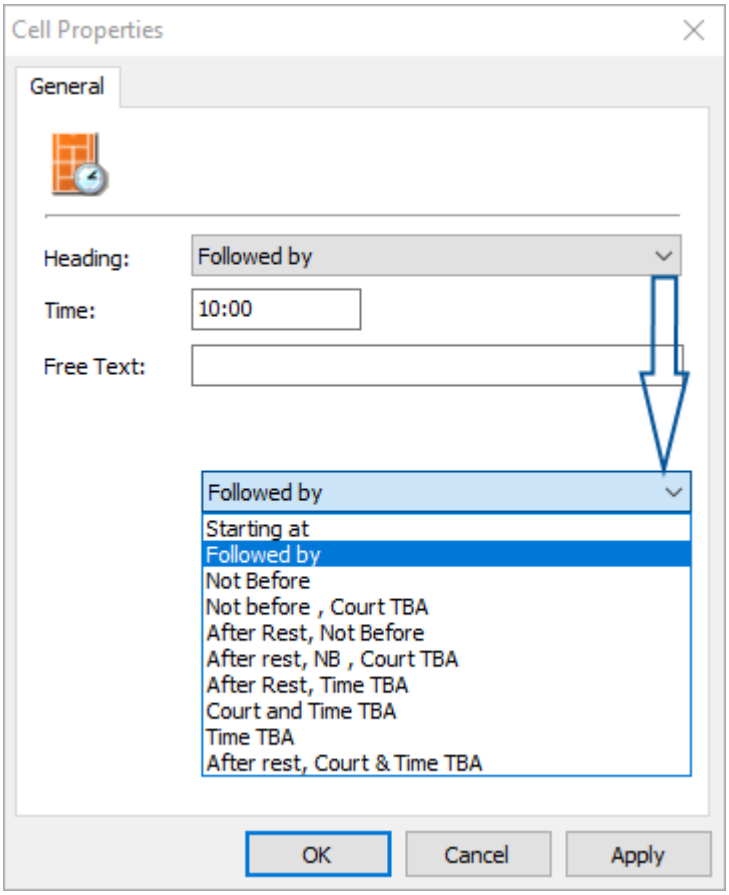


At **Courts** you can select the courts to be used for this day. At **rounds** you can select the number of rounds to be played.



The **Header** is optional and when specified it will print bold on top of the order of play. At **Text 1,2 and 3** you can place some remarks for the players. These will be printed in the footer of the page.
Released allows you to specify the release date of the order of play..

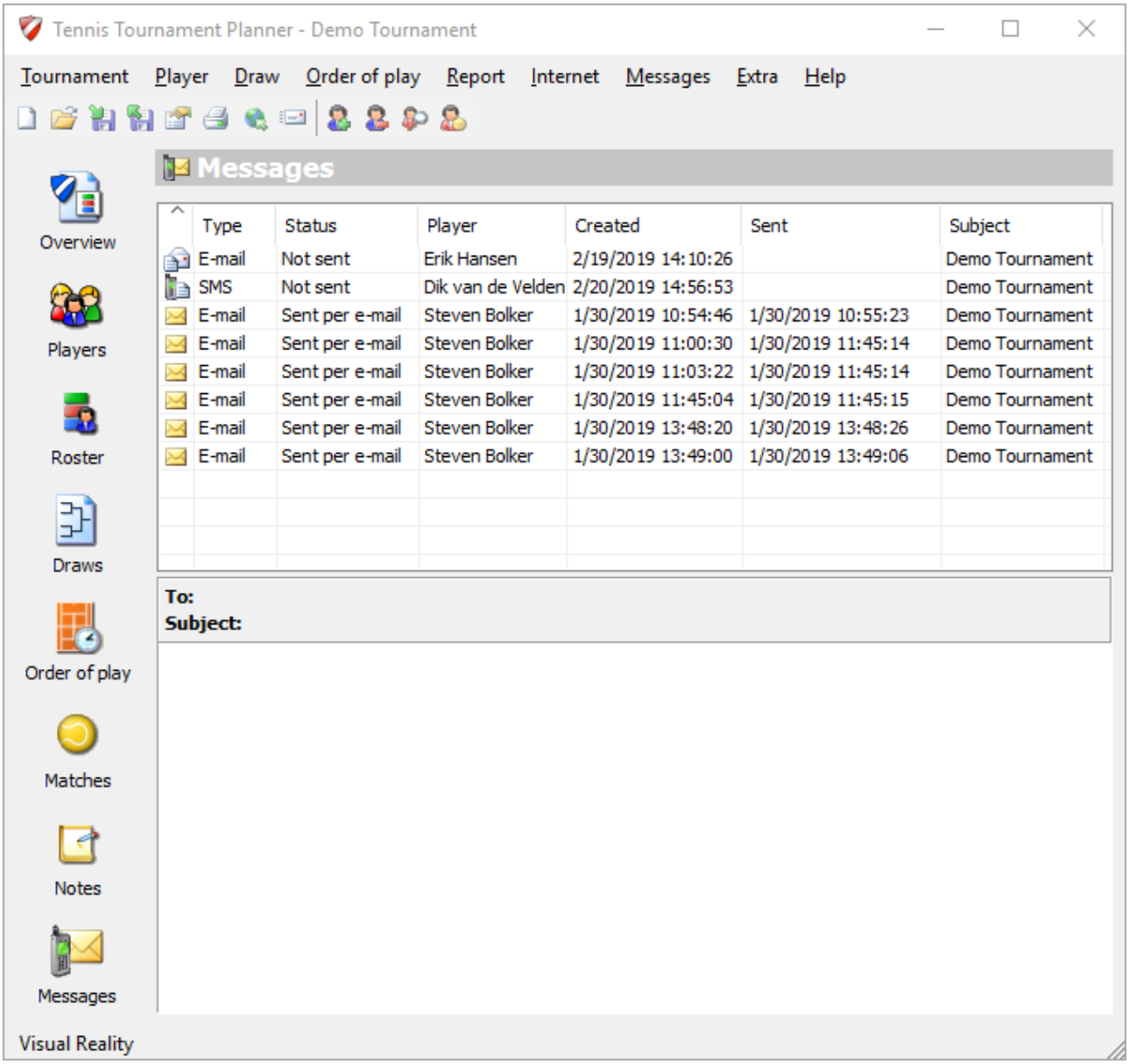
Order of Play Cell Properties



At **Heading** you can set the cell type, for example '**Starting at**' or '**Followed by**'. Where needed you can specify the time as well.
At ***Free Text*** you can place a remark in the cell.

Messages

By clicking on the **Messages** button on the navigation bar on the left you can switch to the **Messages** screen.

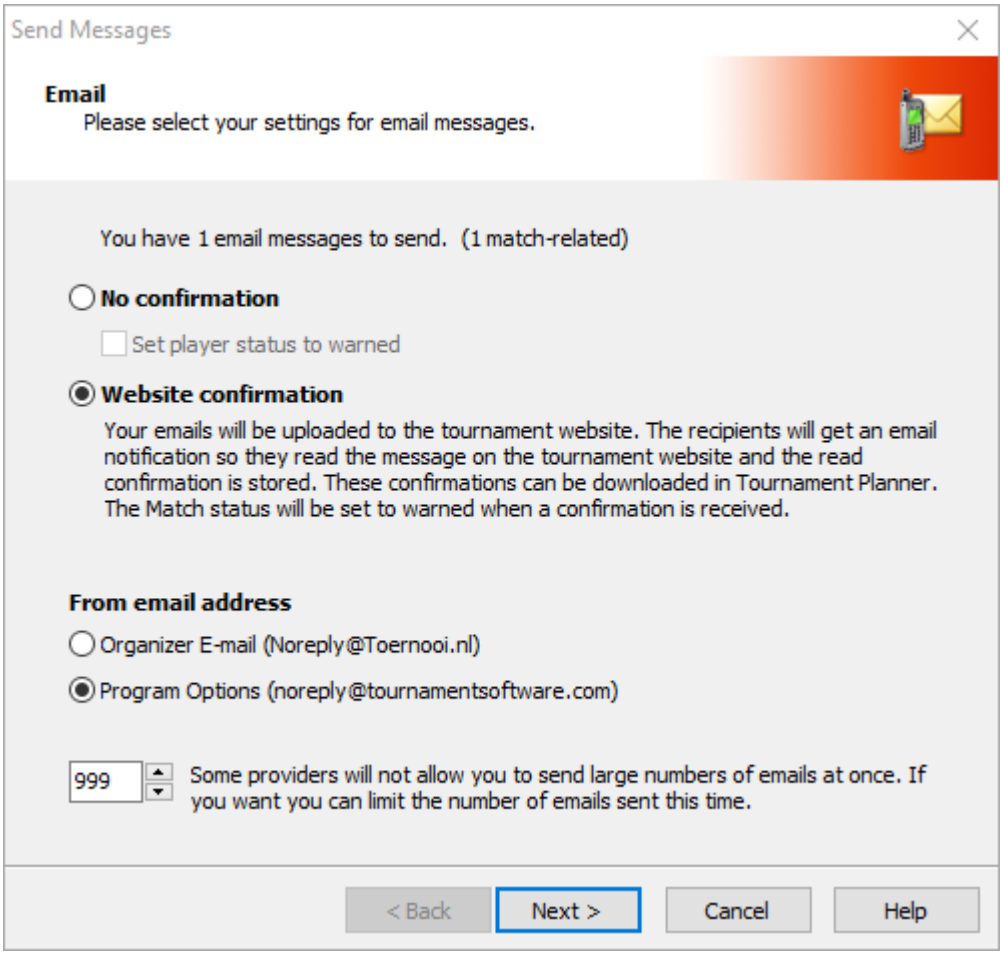


You will see an overview of all your messages. Messages can be created on several places in the Tournament Planner:

- On the player screen use the button to create an SMS message or to create an E-mail message.
- In the player menu you can select **Player -> Send E-mail** or **Player-> Send SMS**.
- You can send your first matches using **Report -> First Matches -> E-mail** or **Report -> First Matches -> SMS**.
- You can send specific information about a match using the **Warned** tab on the match properties.
- You can send all the player matches in an e-mail message using **Report -> Player Matches -> E-mail**.

After a message has been created it will be listed in the **Messages** screen. You can see when a message has been created and if it has been sent already. Select a message to view the content on the bottom of the screen. Select one or more messages and select **Delete** in the right-mouse menu to delete the messages. You can also delete messages using **Messages -> Delete** from the main menu.

Send Messages



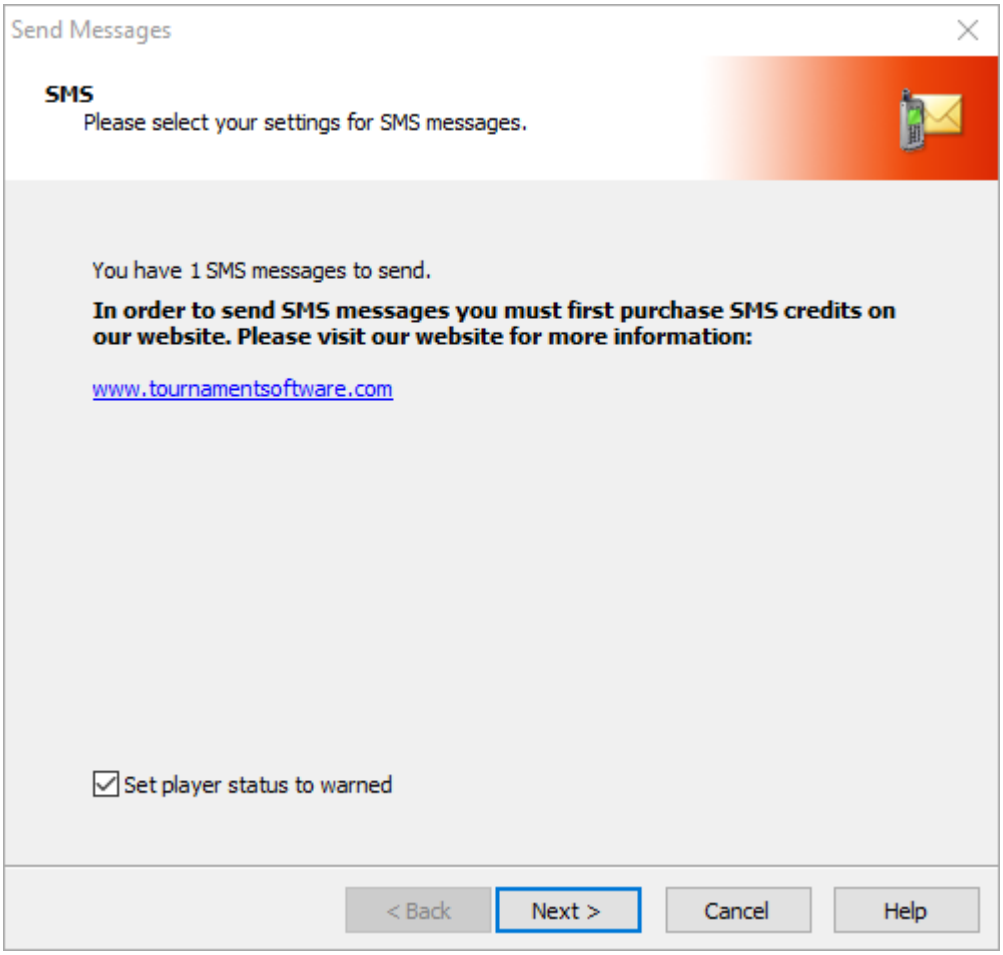
Select **Messages** -> **Send All** from the main menu. In order to send messages you must have specified your e-mail settings in the program options. If you did not do so before you will get a warning, and you will be directed to the options screen where you can enter the correct information.
When sending e-mail messages you have 3 options:

- **No Confirmation**
  All e-mails will be sent without a confirmation via your SMTP-settings (see menu **Extra** -> **Options** on the tab *Internet*). You can select to mark the players as warned for their matches.
  Depending on the settings on the computer of the recipient he may not see the request to send a confirmation.
- **Website confirmation**
  A link will be added to the e-mail with an text requesting to recipient to click the link in order to send a confirmation to the tournament director. When the link is clicked the recipient will see a page on the tournament website. These confirmations can be downloaded directly into the Tournament Planner (via the menu **Messages** -> **Pickup Confirmations**), and the match-status for the players will be set to 'warned' automatically.

From email address
The From email address can be set to the email address used in the settings from the menu **Extra** -> **Options** on the tab *Internet* or from the **Tournament Properties** on the tab *Info* in "Organizer E-mail".

You can set the amount of email that is send via tour own provider an amount per batch. If you are only allowed to send 250 emails at once, set the number to 249. If you have more emails than the number that is set, the Tournament Planner will deliver the emails in batches no larger than the set amount at once.

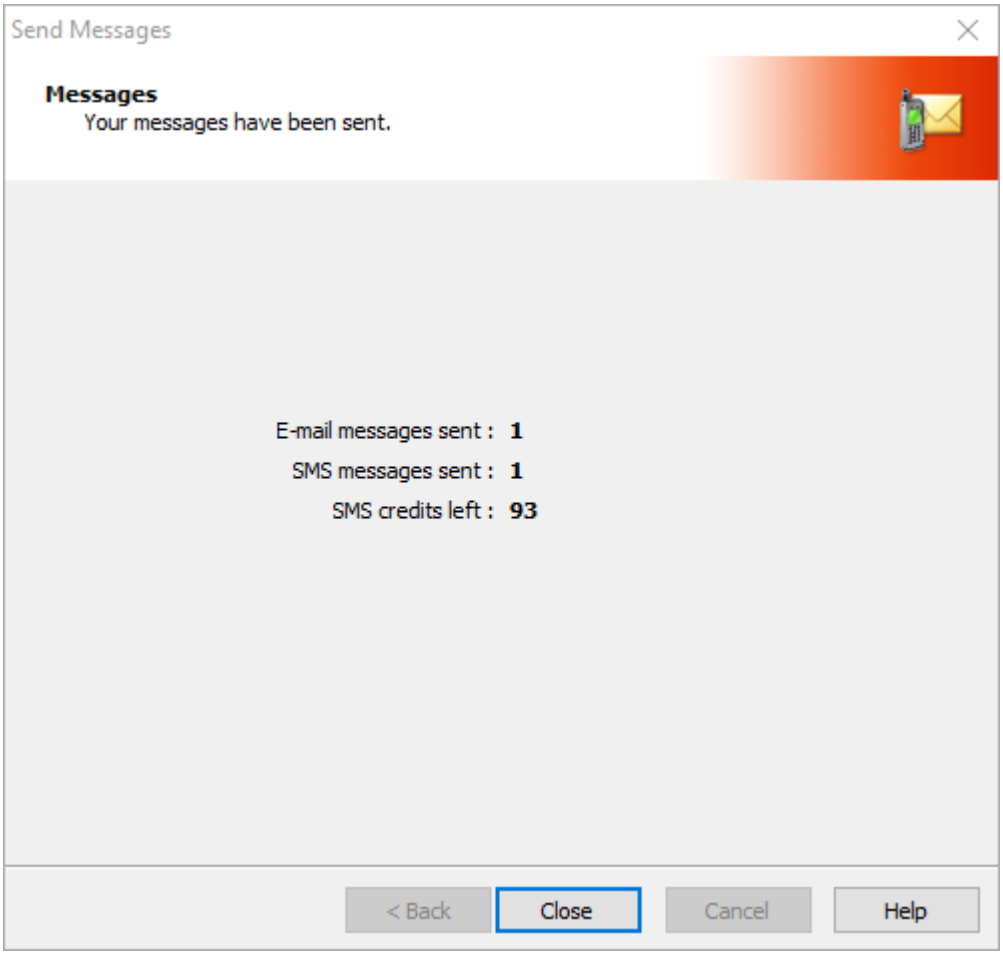
Select the correct setting and click **[Next]**.



After sending your e-mail messages you will see the screen where you can send you SMS messages. You can select if you want to set the match-status to warned when the messages are sent. Click **[Next]** to continue.

After sending all your messages you will see an overview and the messages will have the status "Sent per e-mail/SMS".

Attention: To be able to sent SMS message you need to buy SMS credits in advance. You can order it via our website**.**



Pickup Confirmations

If you have sent your messages using an internet confirmation, you can pickup those confirmations by selecting **Messages -> Pickup Confirmations** from the main menu.
The confirmations will be picked up directly and the message status will be set to "Confirmed". If the message contained match information, the match status of the player will be set to "Warned".

The Tournament Planner and the Internet

The Tournament Planner makes it possible to publish your tournament on the Internet very easily. With only one click on a button your tournament is online. You don't even need further knowledge of the Internet or HTML. An Internet connection is all you need.
Players can look up match information and can see their results online. It is even possible to view statistics per player. The website is available in more than one language, so international players can view their results as well.

The Internet is also a great tool for the tournament management; because it is possible have an online entry! These entries can be downloaded in the Tournament Planner by only one click on a button. This means no more typing!

Publishing your tournament

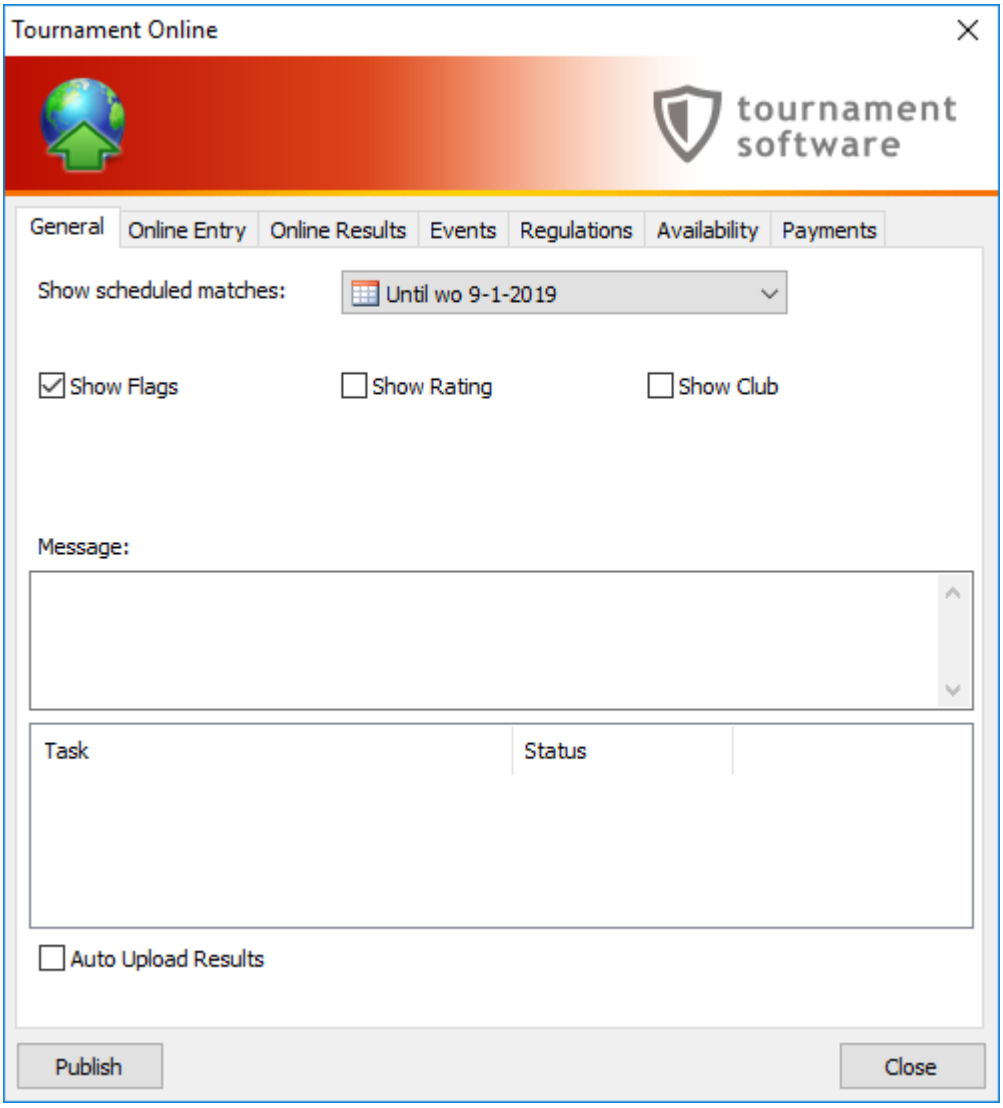
To publish your tournament online select **Internet -> Publish** from the main menu.

If you are ready filling in the data, on the different tabs, you can publish your tournament. First make sure you have a connection with the Internet and then click **[Publish]** this can take a moment (depending on the internet connection and speed). Your tournament is now published on the website. You can see the progress in the log window on the **General** tab.

If there are changes in your tournament or new results are entered you can simply press **[Publish]** again and the tournament on the website will be updated.

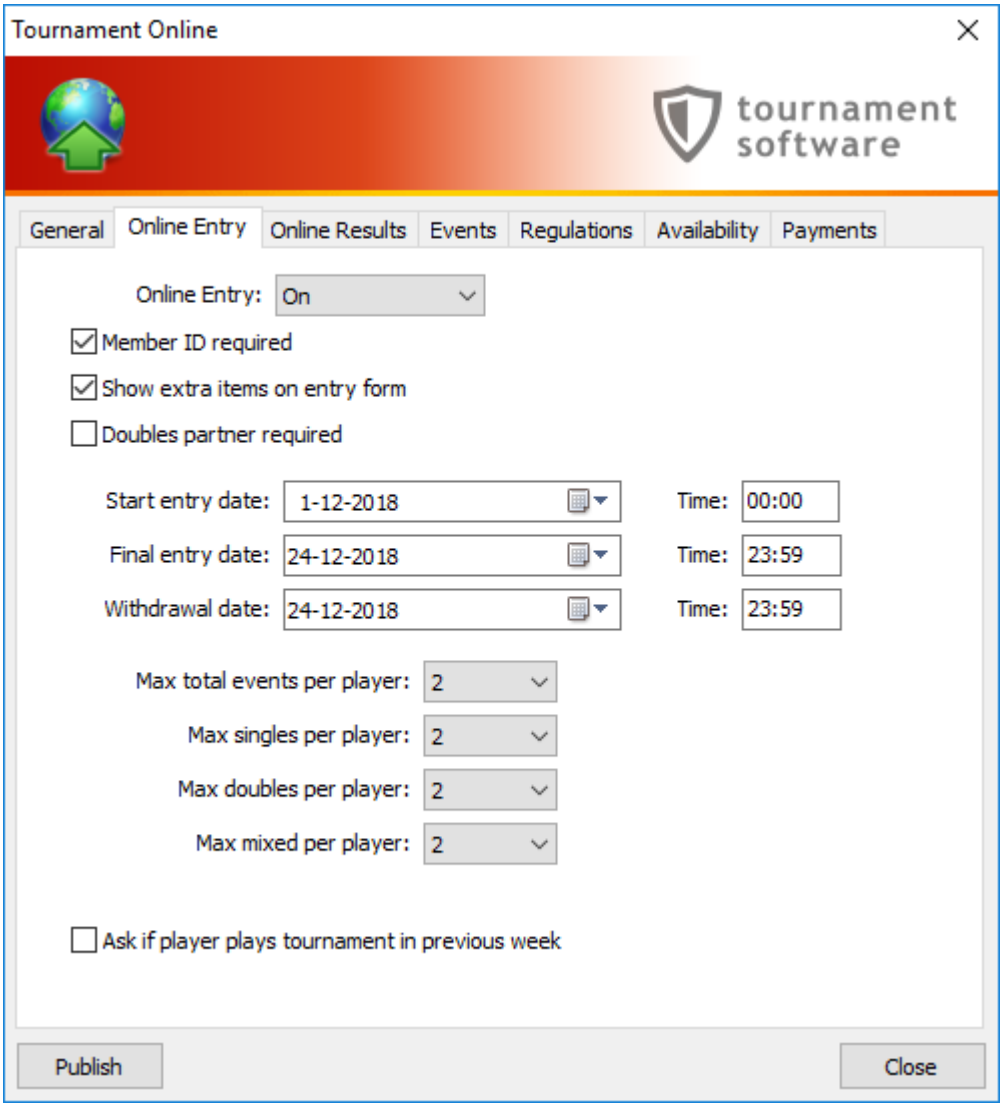
You can easily create a link from your own homepage or website to your tournament on our website. First you have to search your tournament on the website (with the help of one of the search options). You can now use the Internet address from the address bar of the Internet Browser as a link. This link will look like: http://www.tournamentsoftware.com/sport/tournament.asp?id=xxxx where xxxx is the unique code for your tournament. This code will not be changed when publishing again.

General tab



Use the drop-down behind **Show scheduled matches** to select until what date the matches will be shown online.
If you run an international tournament you can check the option **Show Flags**. The national flag of the player will be displayed online. If you also want to display the rating or club you can tick **Show Rating** and **Show Club**. To inform players and spectators with the latest news, you can use the **Message** window. The message will be published online on the *first tab* of the tournament.

Online Entry tab

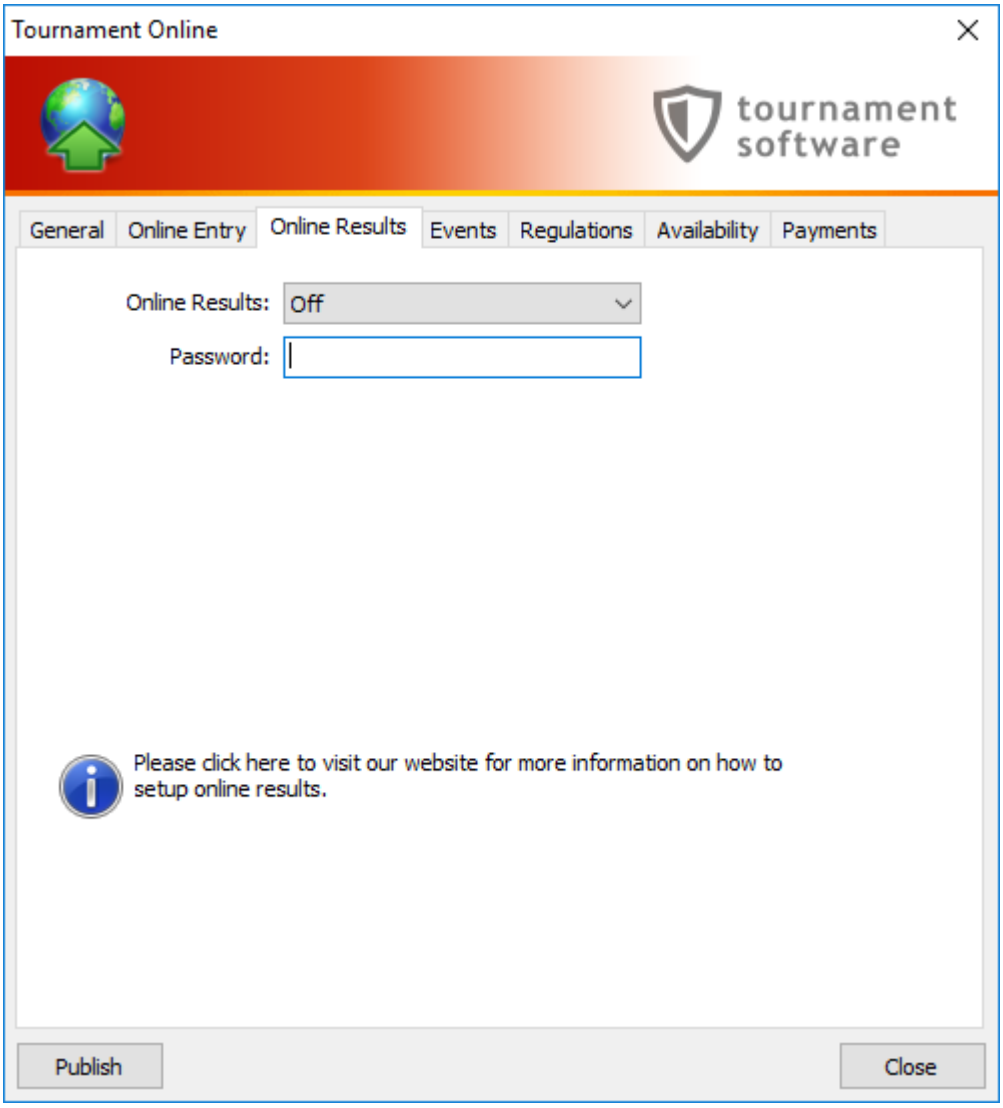


If you want to enable online entry for players you can set **Online Entry** to "*On*". At **Start entry date** you can set the date for the entry to start. At **Final Entry Date** you can set the date when the online entry stops, if this date and time has been past the online entry is not possible any longer.
The **Withdrawal date** is the date and time until a player can withdraw from the tournament.

If you tick **Member ID required**, players cannot enter online without specifying their Member ID. Tick **Show extra items on entry form** to show the extra items on the entry form and make it possible to charge these. This can be a banquet or a T-shirt. If the box **Doubles partner required** is checked, the player who enters has to name his or her partner in a doubles event(s). The partner still has to make his or her entry and name the partner as well.

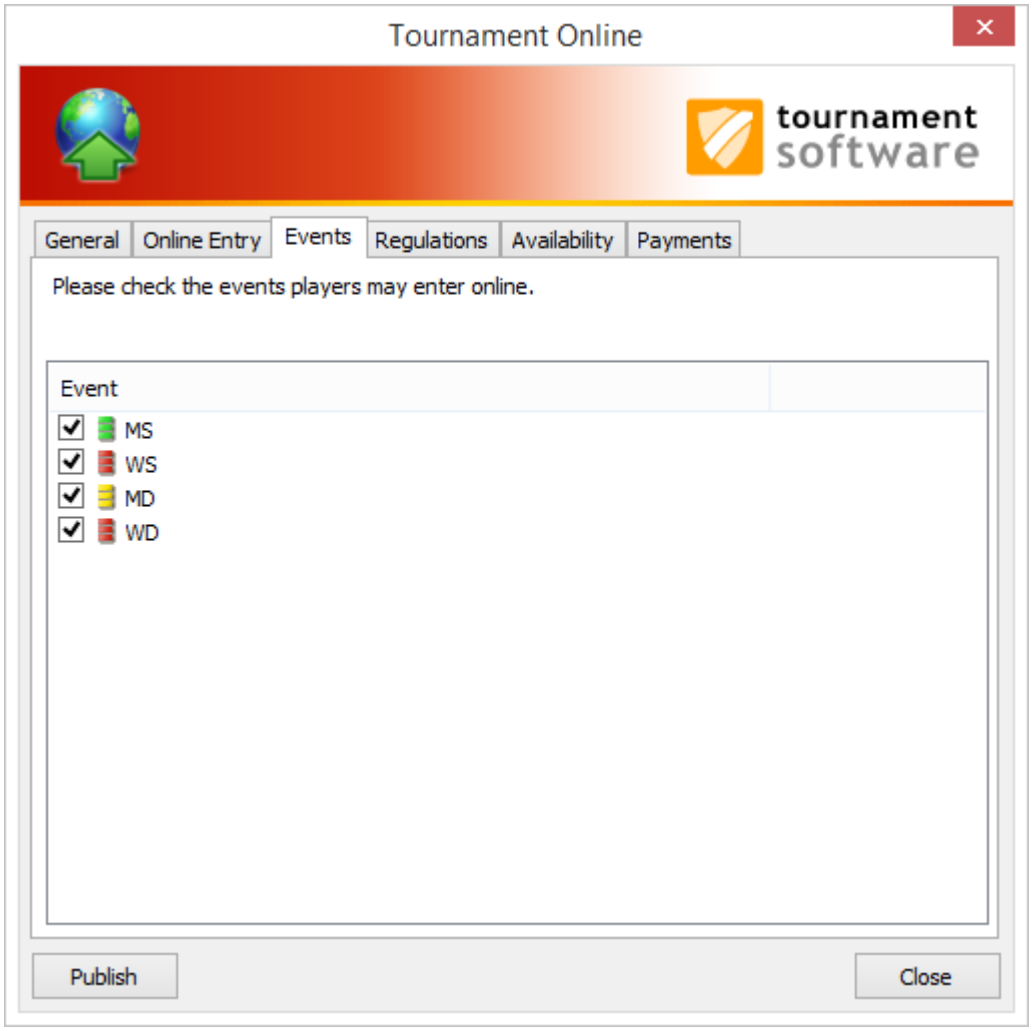
In the field **Max total events per player** you can set up the maximum number of events a player is allowed to enter. You can also set the maximum for **singles**, **doubles** and **mixed** events.

Online Results tab



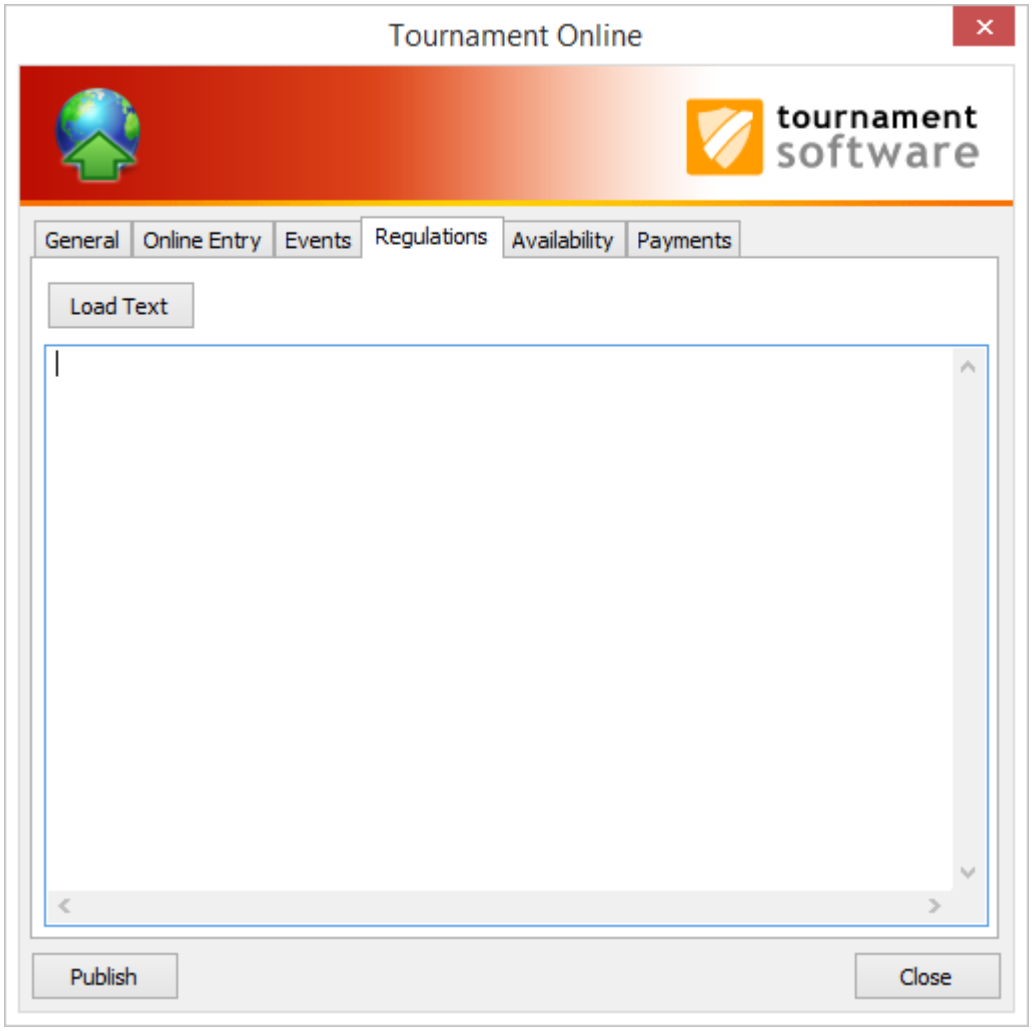
This functionality enables the tournament organization to allow multiple people to enter the **results online**, via there mobile phone, tablet or laptop on the tournament website. The results are directly visible online and can be downloaded in the Tournament Planner (via the menu **Internet** -> **Download Results**). This option is very welcome when the tournament is played on loads of courts, multiple venues or to avoid crowds at the match table.
The password can be set or changed multiple times (and will be active when published).
The person who likes to enter the result has to be logged in (with their own log in name) on the website and needs the active password.
More information is available on our website Tournamentsoftware.com.

Events tab



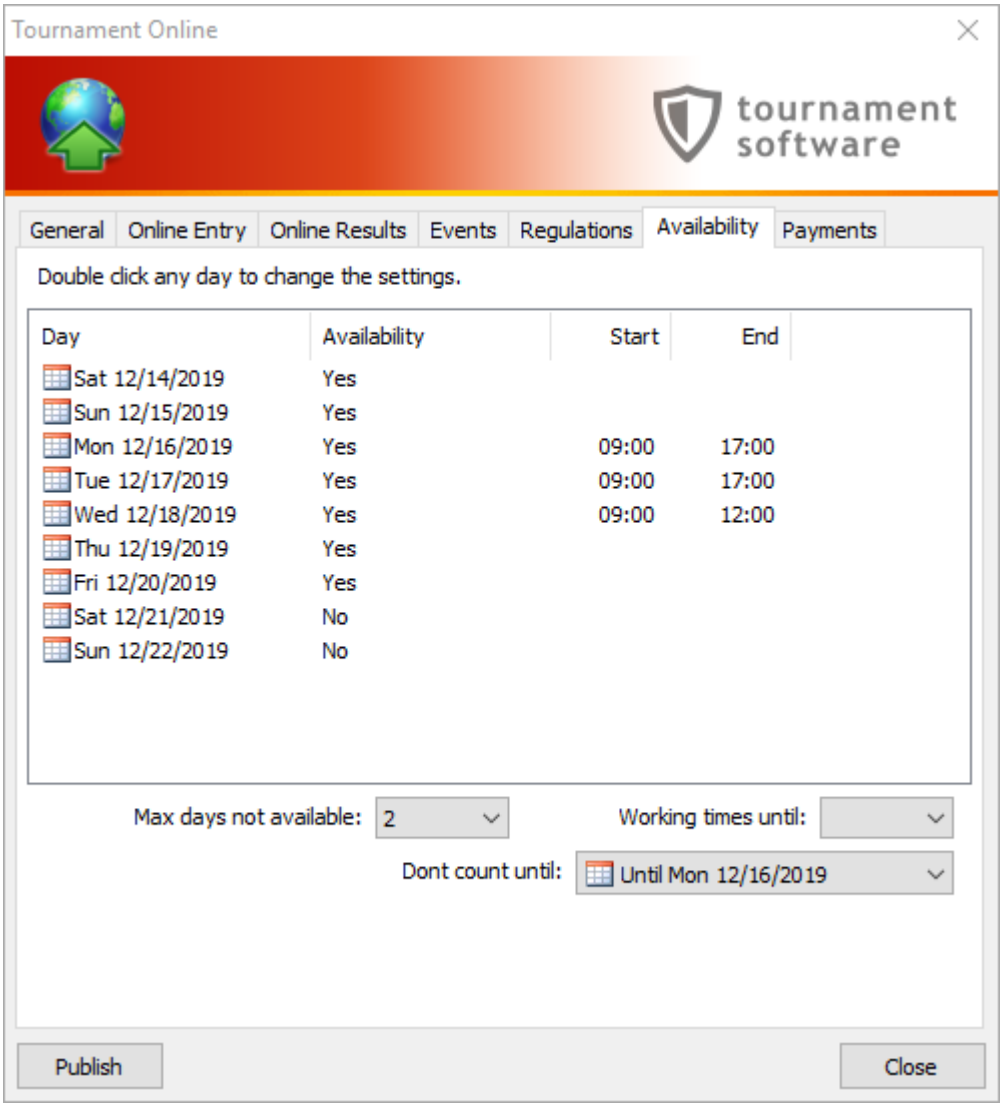
On the **Events** tab you can select which events can be entered online. Default all events are ticked. If a certain event is full you can untick the box *and publish* your tournament again.

Regulations tab



If you wish to publish the rules of your tournament you can enter or copy/paste them on the **Regulations** tab (reachable via the menu **Internet** -> **Publish**). You can do this from a word processor or load them by clicking the button **[Load text]** (via a text-file). If a player wants to register he or she ***has to accept the rules first***.

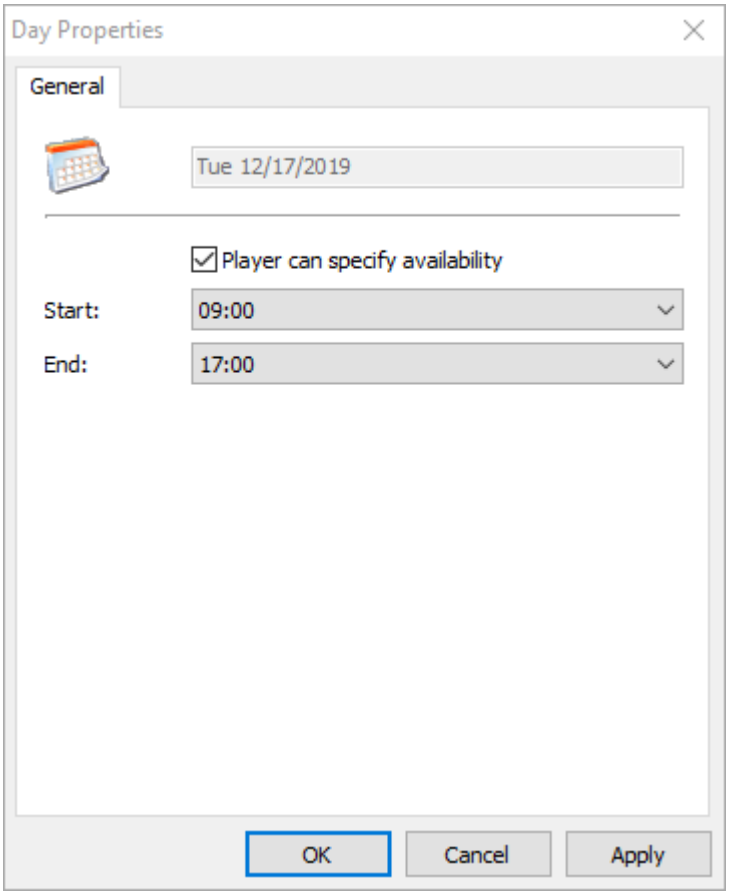
Availability tab



On the **Availability** tab you can set the days the players are allowed to enter their availability online (and if needed the time span).
At **Max days not available** you can set how many days (or part of a day) a player can be unavailable.

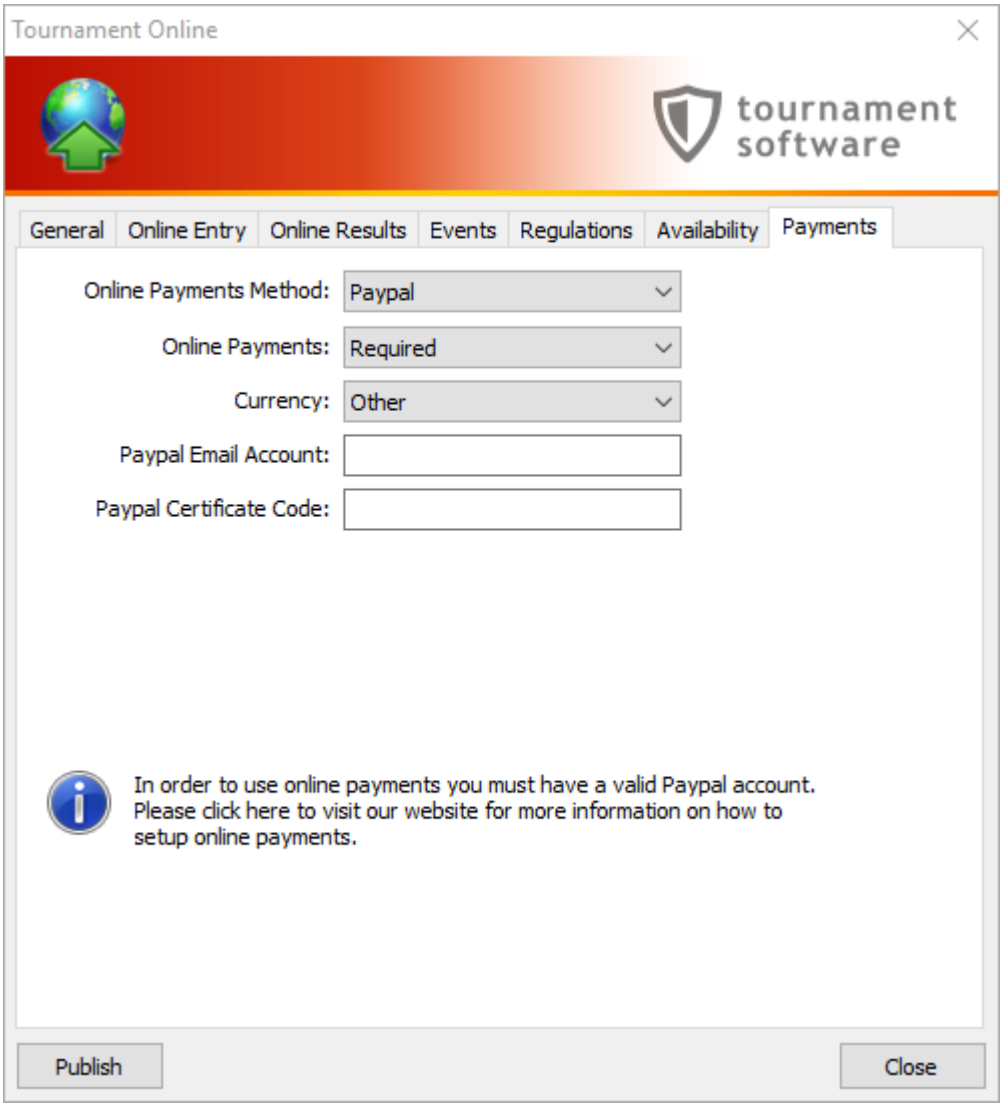
At **Working times until** you can indicate after which time the absence will count for max days not available.

Double click a day to change the settings:



If you the box in front of "*Player can specify availability*" is unchecked the players are not allowed to be unavailable. This is indicated with a "**No**" behind the day in the first screen.

Payments tab

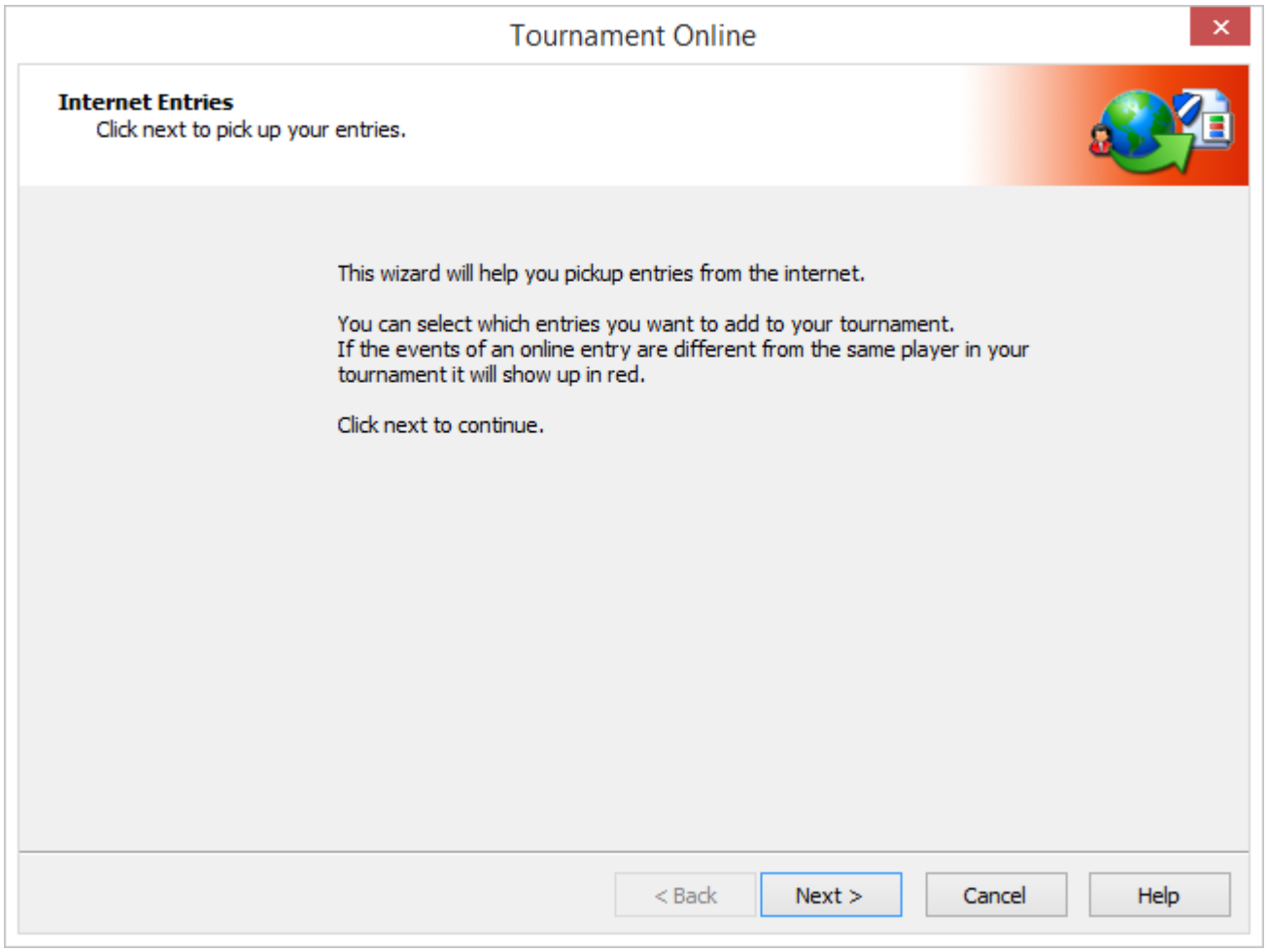


On the **Payments** tab you can select if you want to activate online payment with Paypal for your online entries.
You can make the **Online Payments** *Required* or *Optional*.
You can set the **Currency** to pay.

For more information about how to setup your Paypal account, please visit the online tutorial:
[How do I setup online payment with Paypal for online entries]

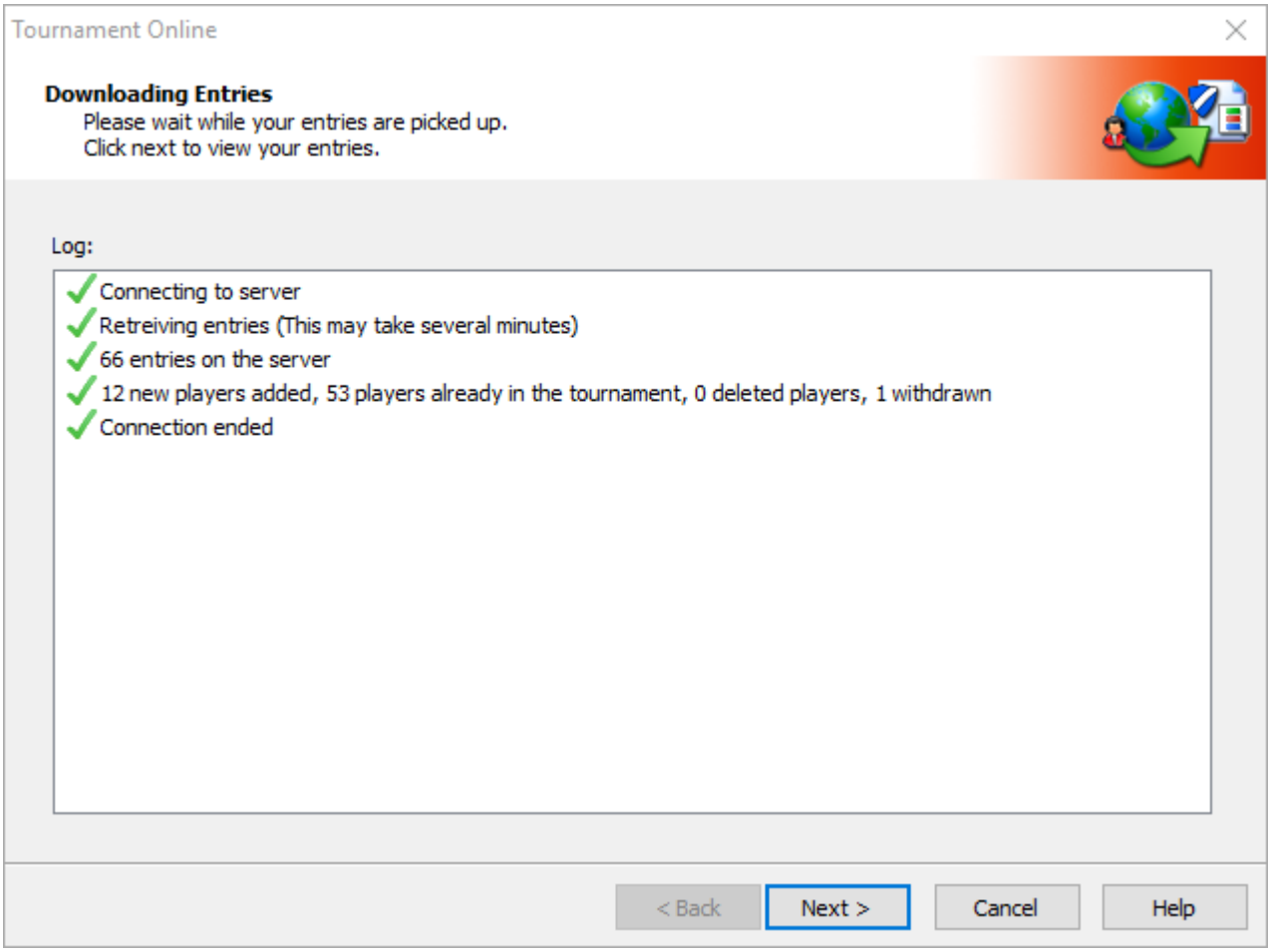
Online Entry

If the **current date** is ***between*** the **Start entry date** and the **Final Entry Date** it is possible, for players, to register online. If you want to check if there are online entries available for your tournament then select **Internet** -> **Entries.**



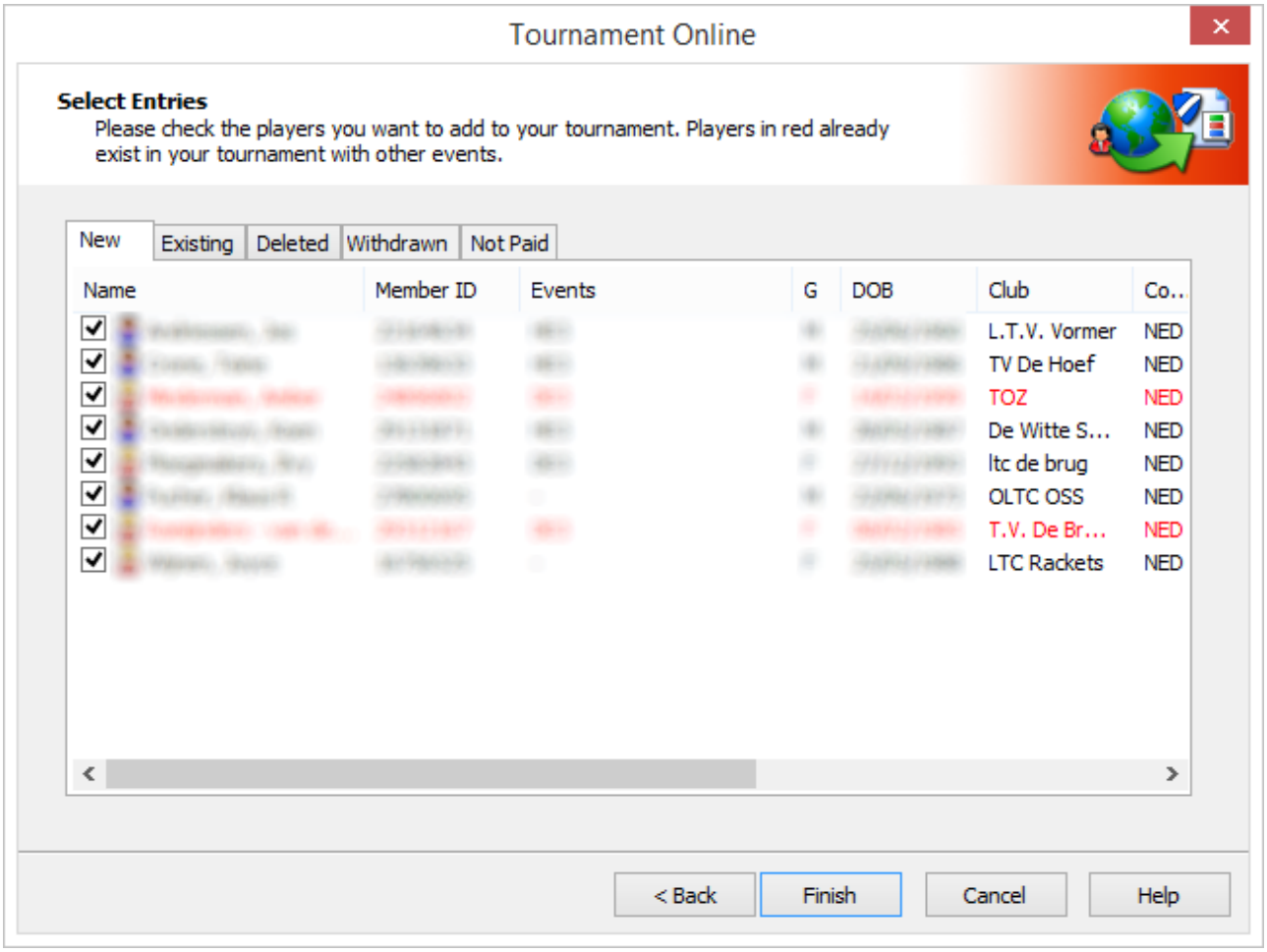
If you click **Next**, the Tournament Planner will check if there are online entries available on the web server.

Pickup tab



You can check the progress in the log window. This way you can download up to 500 entries in only one minute, without any typing! If the download is finished, all the number of online entries will be displayed and the connection will be ended.

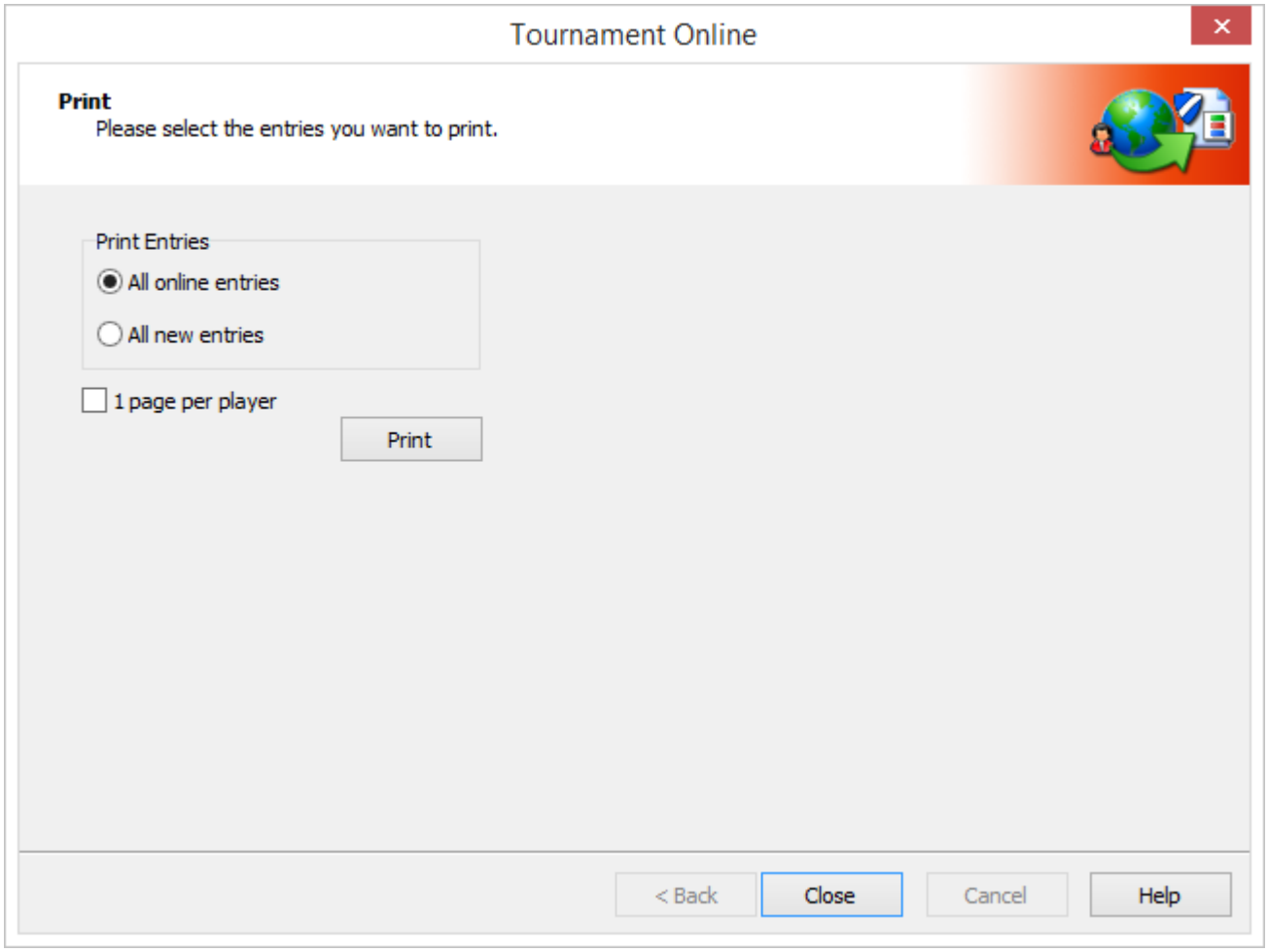
Entries tab



All the entries are displayed in a list. The entries are separated under five tabs: **New**, **Existing, Deleted**, **Withdrawn** and **Not Paid**.
If a player is already in your tournament but the online events differ from the events in your tournament then the player will be indicated in red. You can decide yourself if you want to add this player.

Click **[Finish]** to continue importing the players.

Print tab



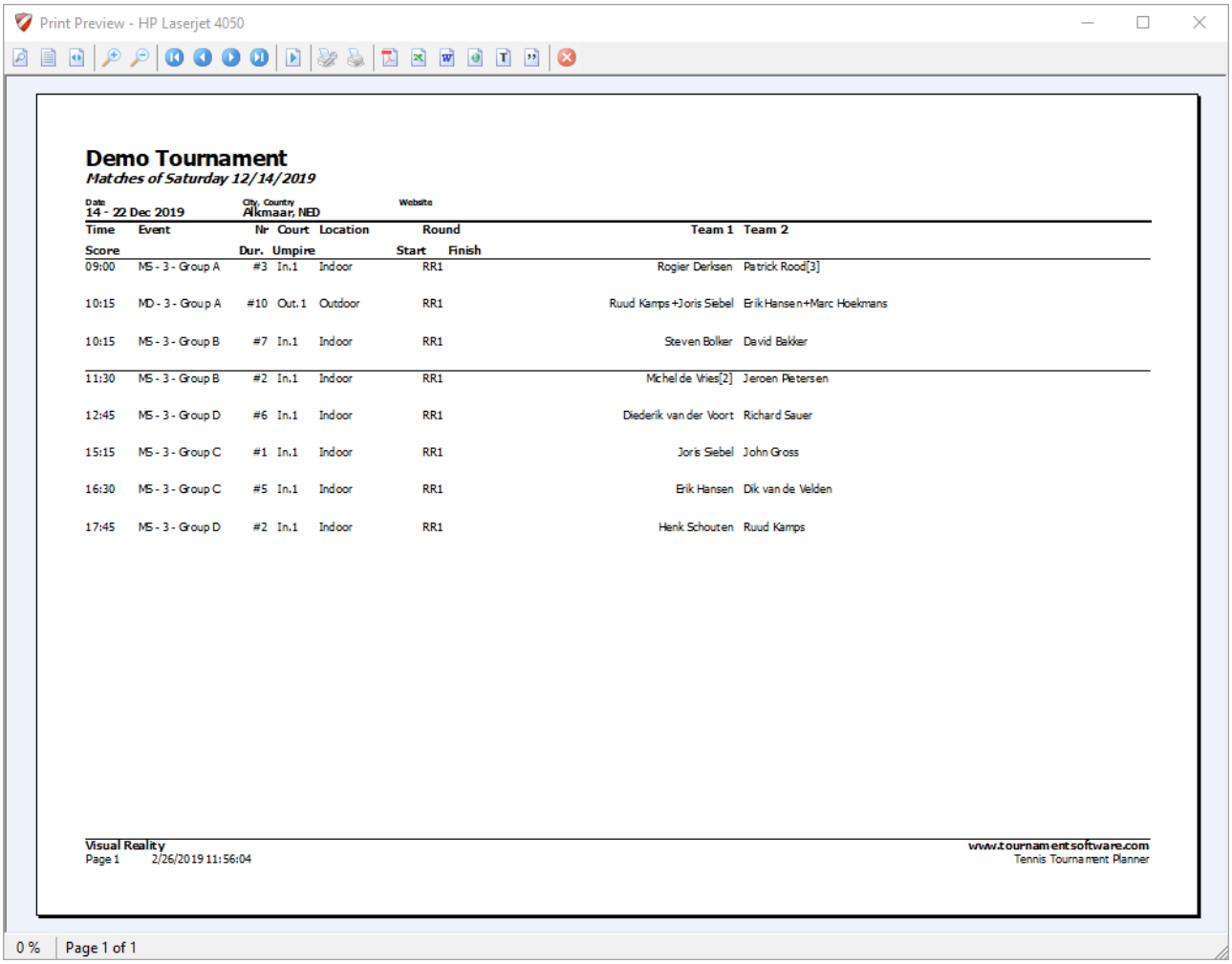
Finally you have the option to print entry forms. You can print:

- **All online entries**
  Print all the downloaded entries.
- **All *new* entries**
  Print only the new entries.

Place a check in **1 page per player** to print only 1 player on each page. Click **[Print]** to start the printing or **[Close]** to close this screen.

Reporting

With the Tournament Planner you can print all sorts of documents and overviews. In this chapter they are described one by one. Many reports start in a preview mode so you can see what you are about to print.

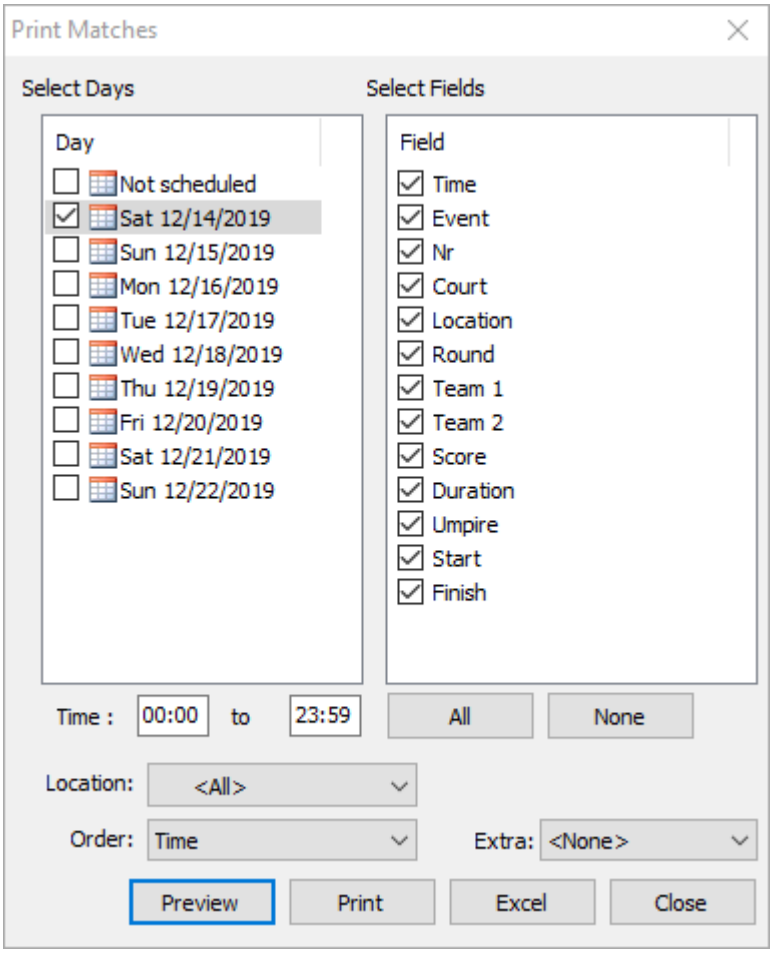


In the **Print Preview** you can print, zoom in and out, or select another printer. Some reports can also be exported to an Excel, Word, HTML or CSV file. The export will not work on all reports.
Several reports have the option to select players before you create the report. You can find the explanation for the player selection at Working with the Tournament Planner -> Selecting Players.

Matches

Print matches

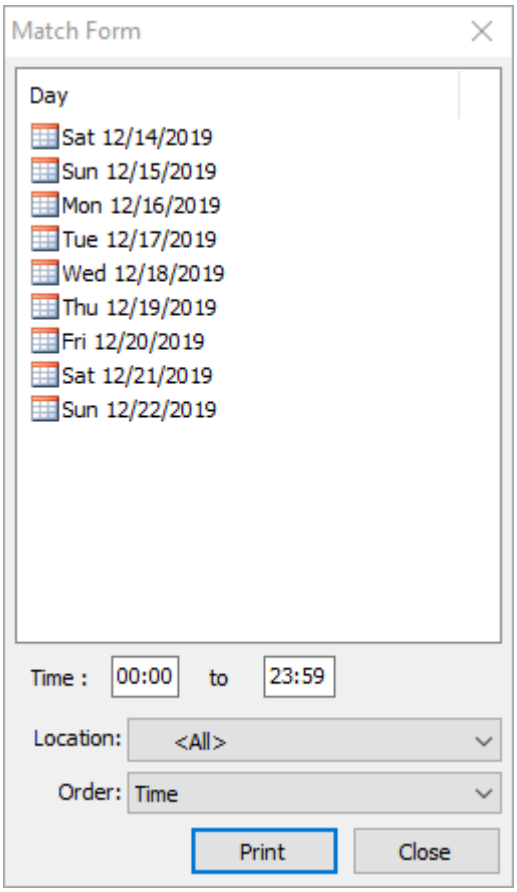
You can print an overview of the matches for each day. In case of played matches the winner and the result are printed bold. Select **Report -> Matches -> Matches** from the main menu to print the matches.



Select the day you want to print the matches of. You can check the fields you want to print. Click **[All]** to check all fields and click **[None]** to uncheck all. If you want to print the matches for a specific location you can use the **Location** filter. At **Extra** you can select what additional information you want to show for each player. At **Order** you can set the order of the printed list. Click on **[Preview]** to view the result, **[Excel]** will export the selected information directly and **[Close]** closes the window.

Print match forms

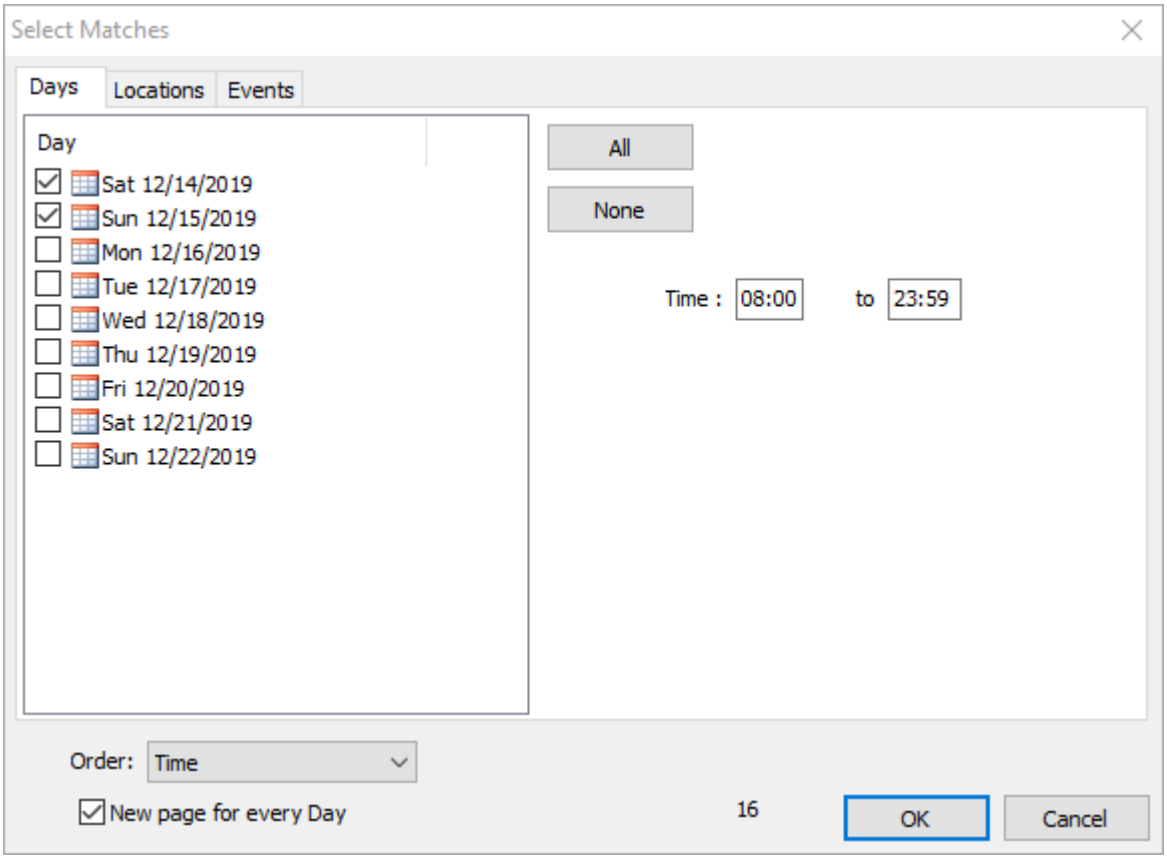
You can print the match forms for a certain day, location and time. You can use this overview if you want to keep the computer with the Tournament Planner and the match forms separated. You can then fill in all scores on the match form and enter them in the Tournament Planner on a later point of time. Select **Report-> Matches-> Match forms** from the main menu.



You can select the day and a time period. Click **[Print]** to print the overview.

Match Cards

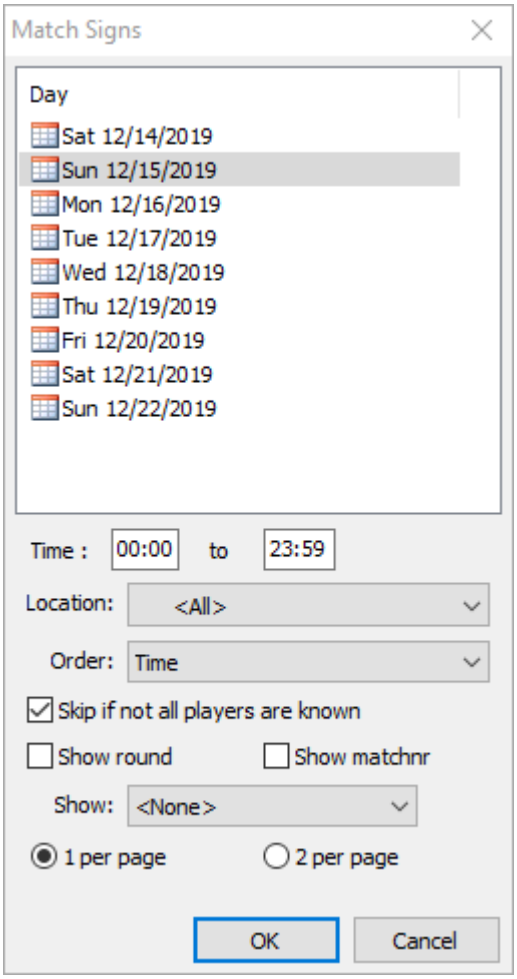
You can print match cards of all the matches of a certain day, time and location. You can give these match cards to the playing teams. The results can be filled in on these cards and later entered in the Tournament Planner. Select **Report -> Matches -> Match Cards** from the main menu.



The number ("16" in this example) shows the number of matches printed when you click **[OK]**.

Match Signs

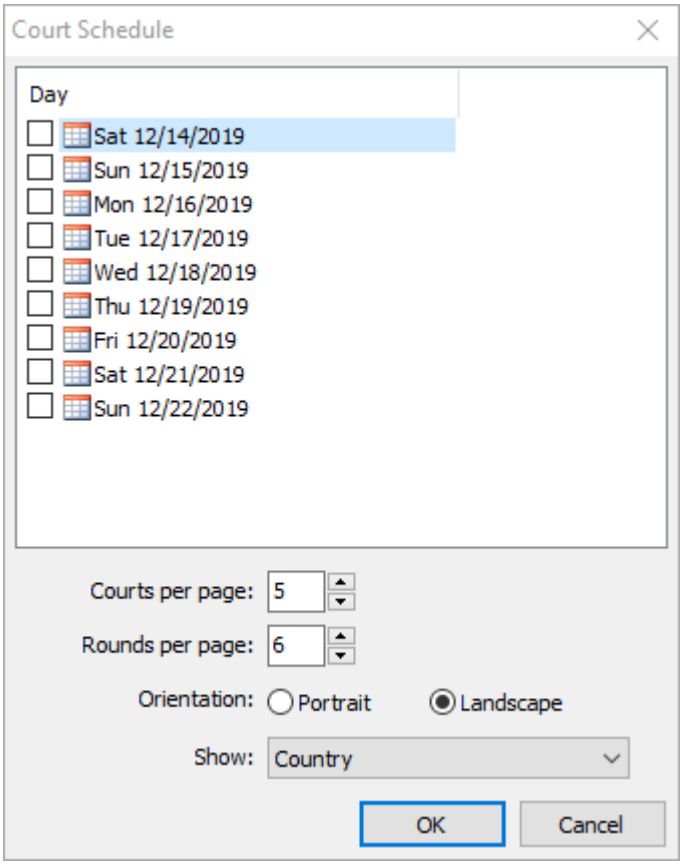
You can print an overview of Match Signs. Select **Report -> Matches -> Match Signs** from the main menu.



You can select a location and the Order of printing and what to show. Select one or two matches per page and click **[OK]**.

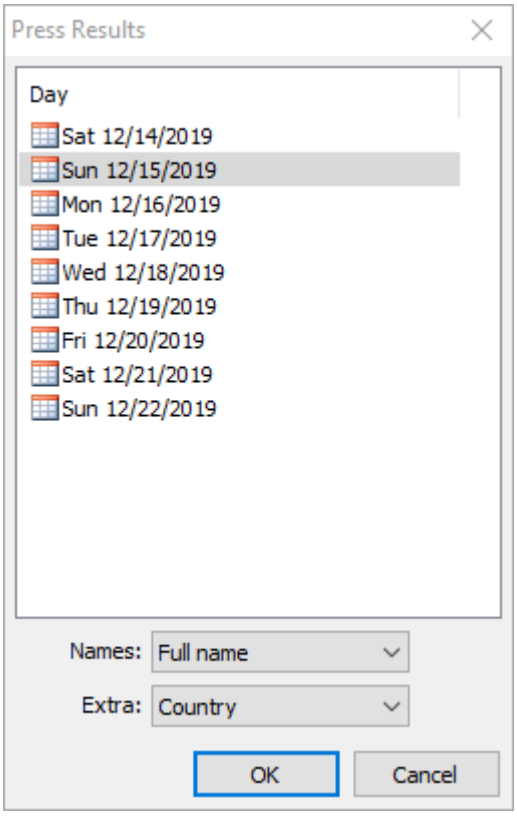
Court Schedule

You can print a matrix of all the matches per day. This will give you an instant insight in the usage of each court. Select **Report -> Matches -> Court Schedule** from the main menu.



Export Press Results

You can print an overview of the Press Results. Select **Report -> Matches -> Export Press Results** from the main menu.

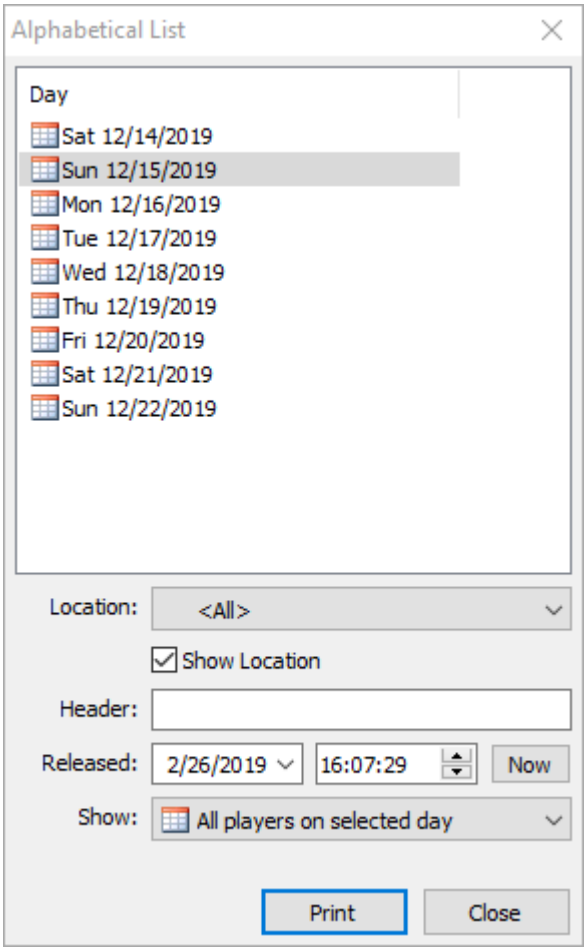


Print Match Notes

To print all the match notes select **Report -> Matches -> Match Notes** from the main menu. These will be displayed in the Print Preview.

Alphabetical List

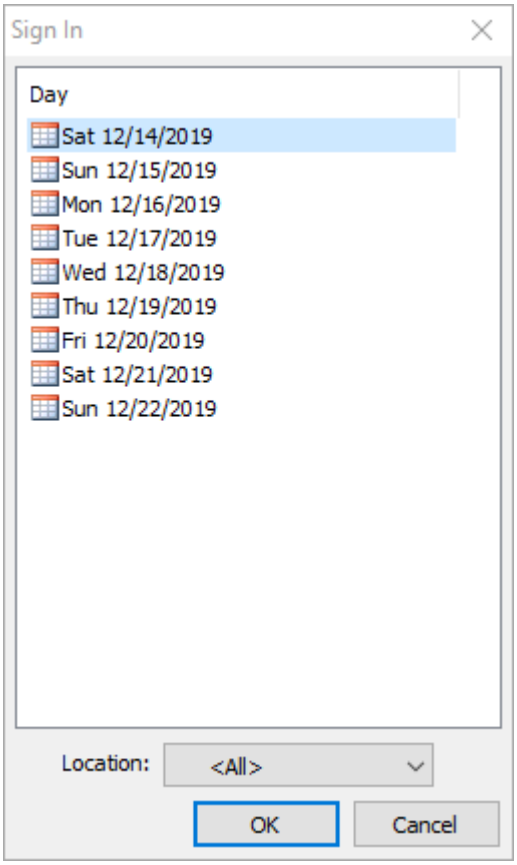
To print the Alphabetical List select **Report -> Matches -> Alphabetical List** from the main menu.



Select the day and other settings and press **[Print]**.

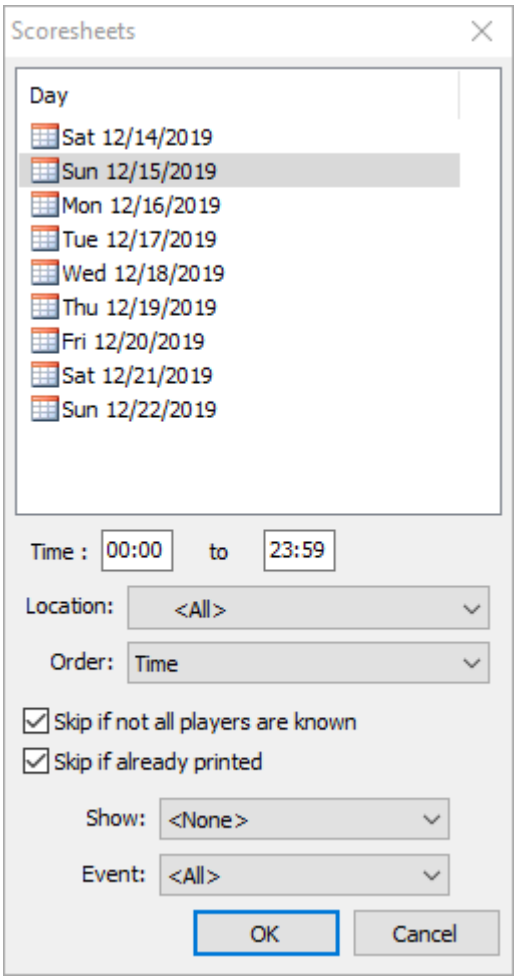
Sign In

Select **Report -> Matches -> Sign In**. You can select a day. All the players who have a match on the selected day will be printed together with a space for them to sign.



Scoresheets

You can print score sheets of all the matches per day and per location. Select **Report -> Matches -> Scoresheets** from the main menu.



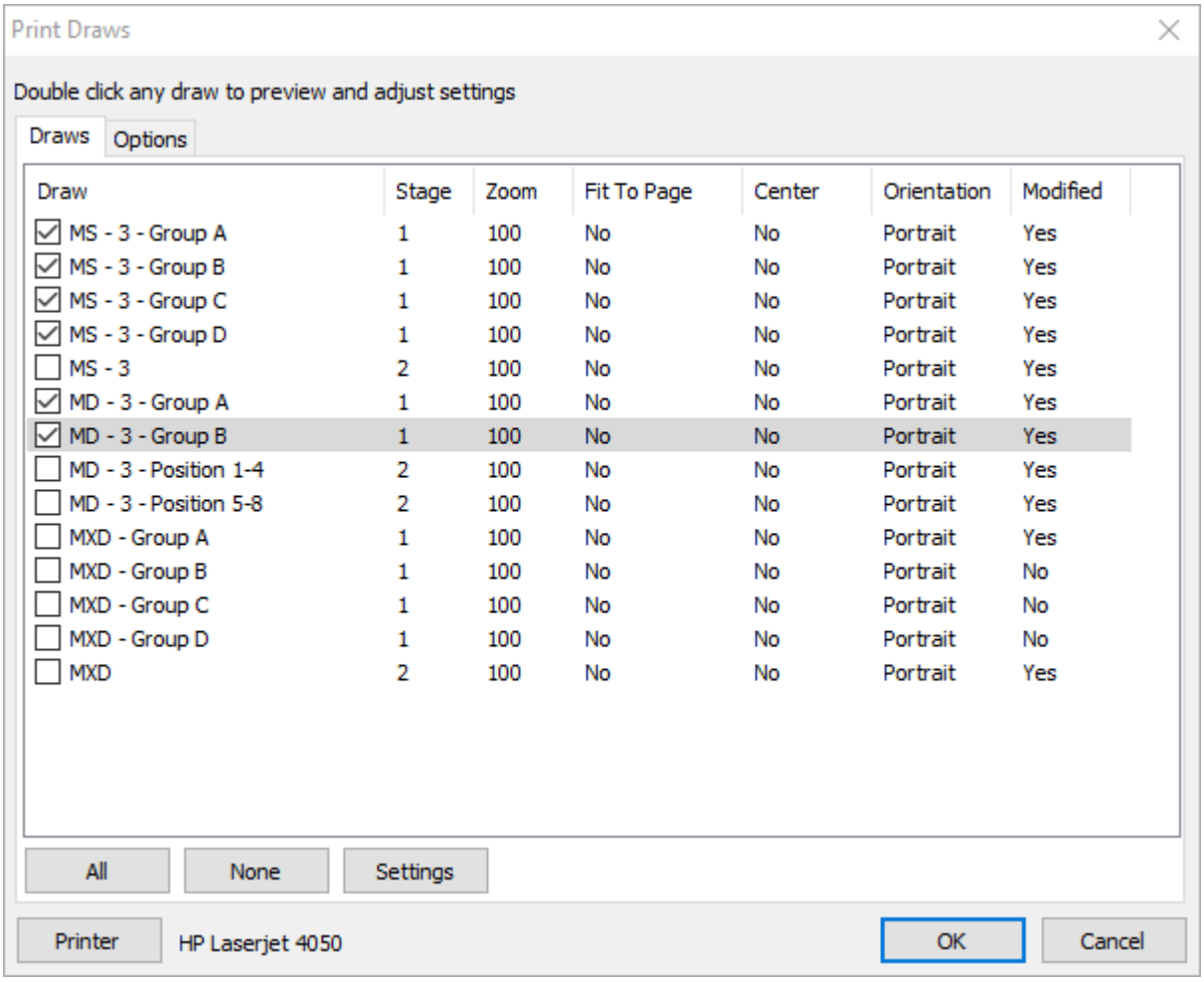
Blank Scoresheet

Prints a blank score sheet, to the printer. Select **Report -> Matches -> Blank Scoresheet** from the main menu.

Draws

Print draws

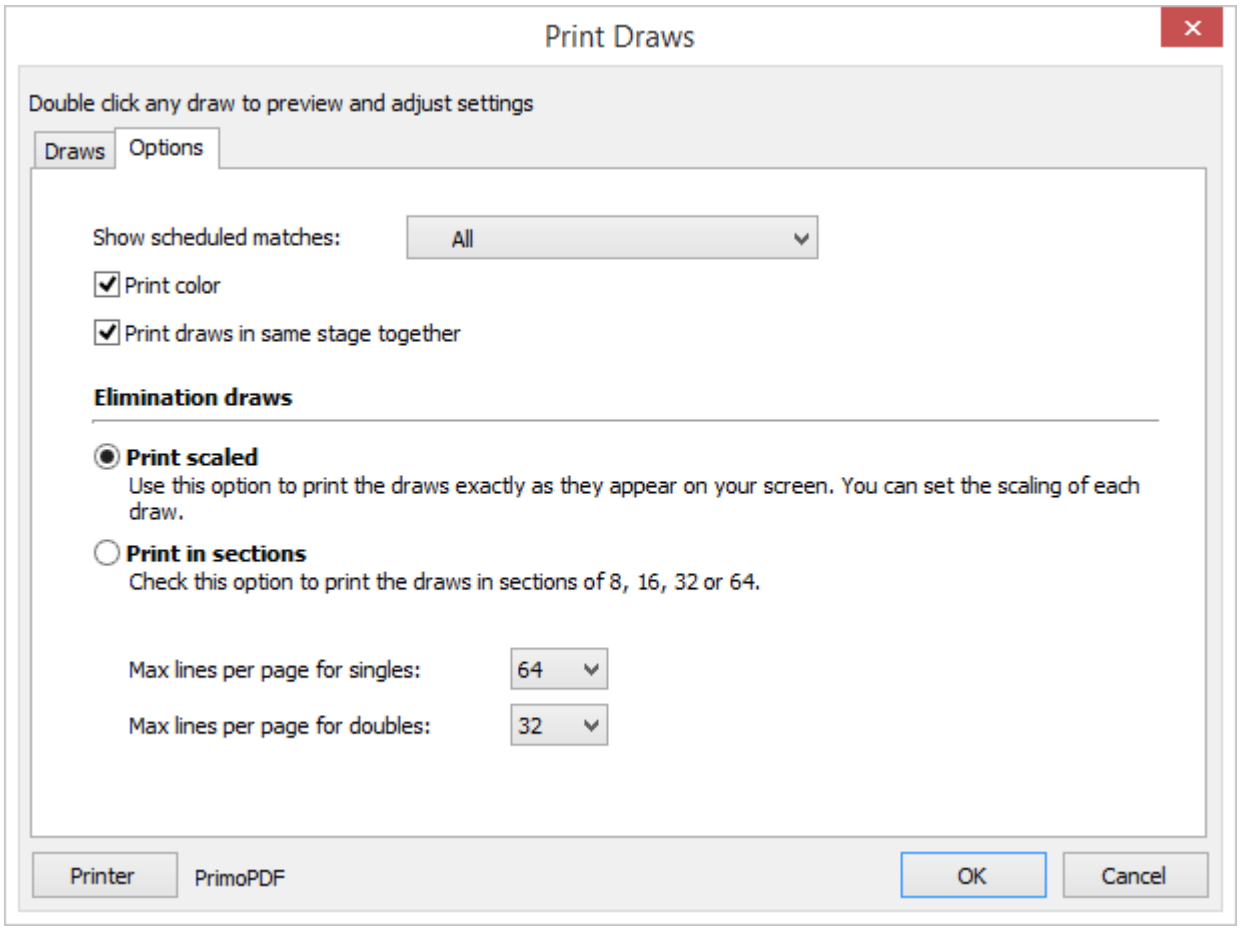
To print the draws select **Report -> Print Draws** from the main menu.



Check the draws you want to print. Click **[All]** to check all the draws, click **[None]** to remove all the checks.
Click **[Printer]** to select a printer.

You can set up the print setting per draw. Select the draw and click **[Settings]**.
On the settings tab you can specify the general print settings.

Via the Options-tab you can set different options for printing.



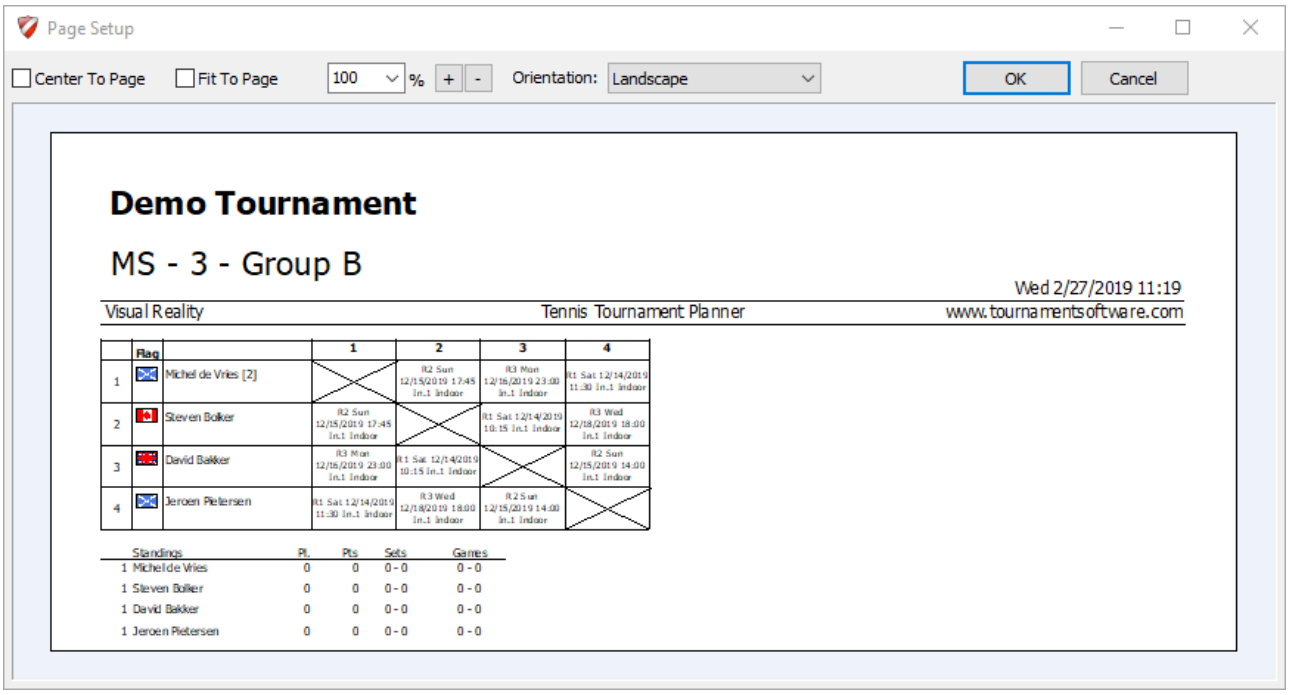
You can select if you want to **Show the scheduled matches** in the draw when printing or select to show until a specified day of the tournament.
Place a check in **Print color** to use the same colors as your screen.

Check **Print draws in the same group together** to enable this feature. This makes it possible to print an elimination draw and the playoff on a single page or print a couple of qualification round robins on one page.

When printing elimination draws you have 2 options:

- **Print scaled**: This option will print the draws exactly as they appear on your screen. You can specify setting for each draw.
- **Print in sections**: Each elimination draw will be printed in neat sections of 8, 16, 32 or 64 lines per page.

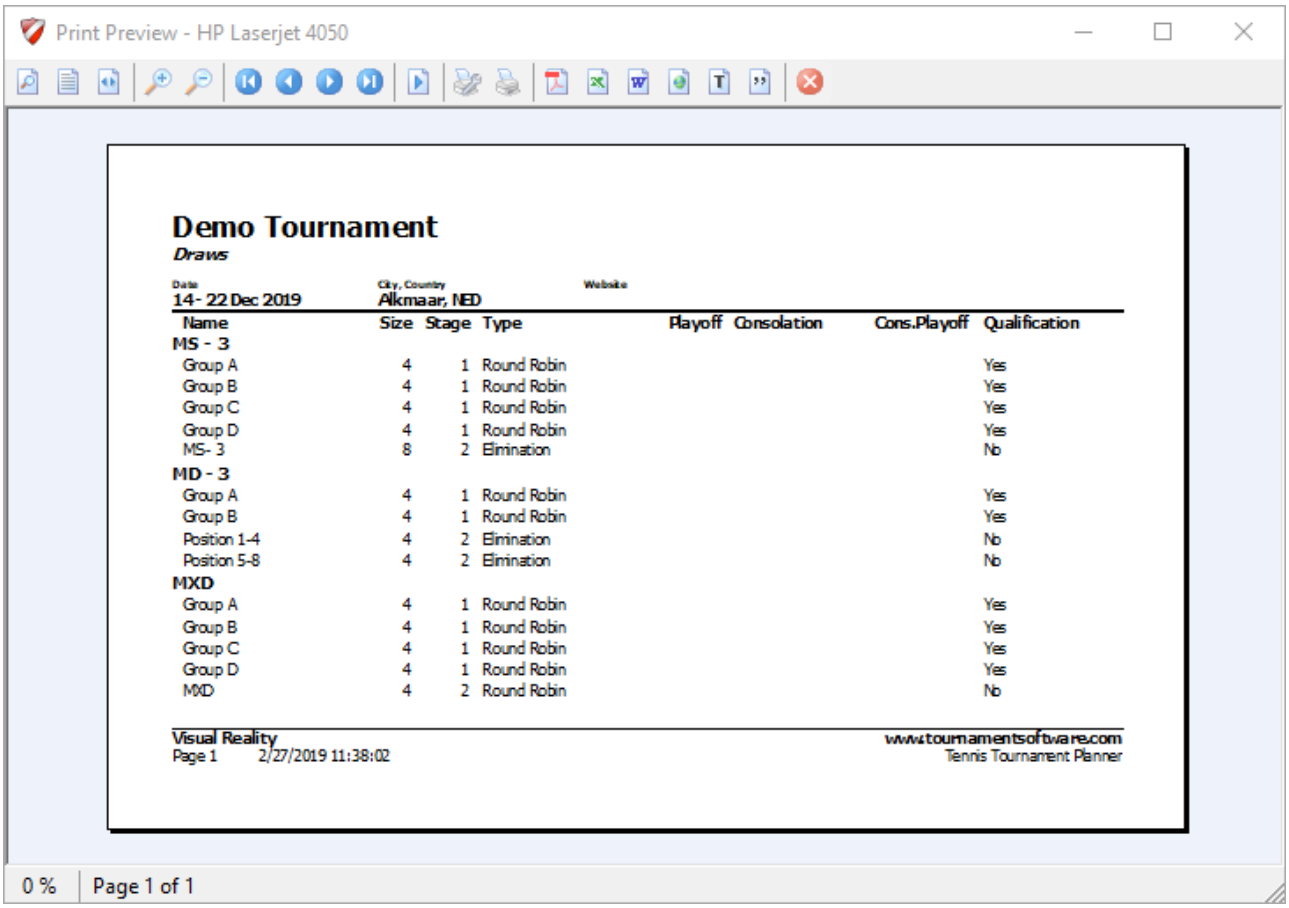
Page Setup



You can print draws centered, fit to page, portrait or landscape. You can also select a custom zoom and print draws on multiple pages.

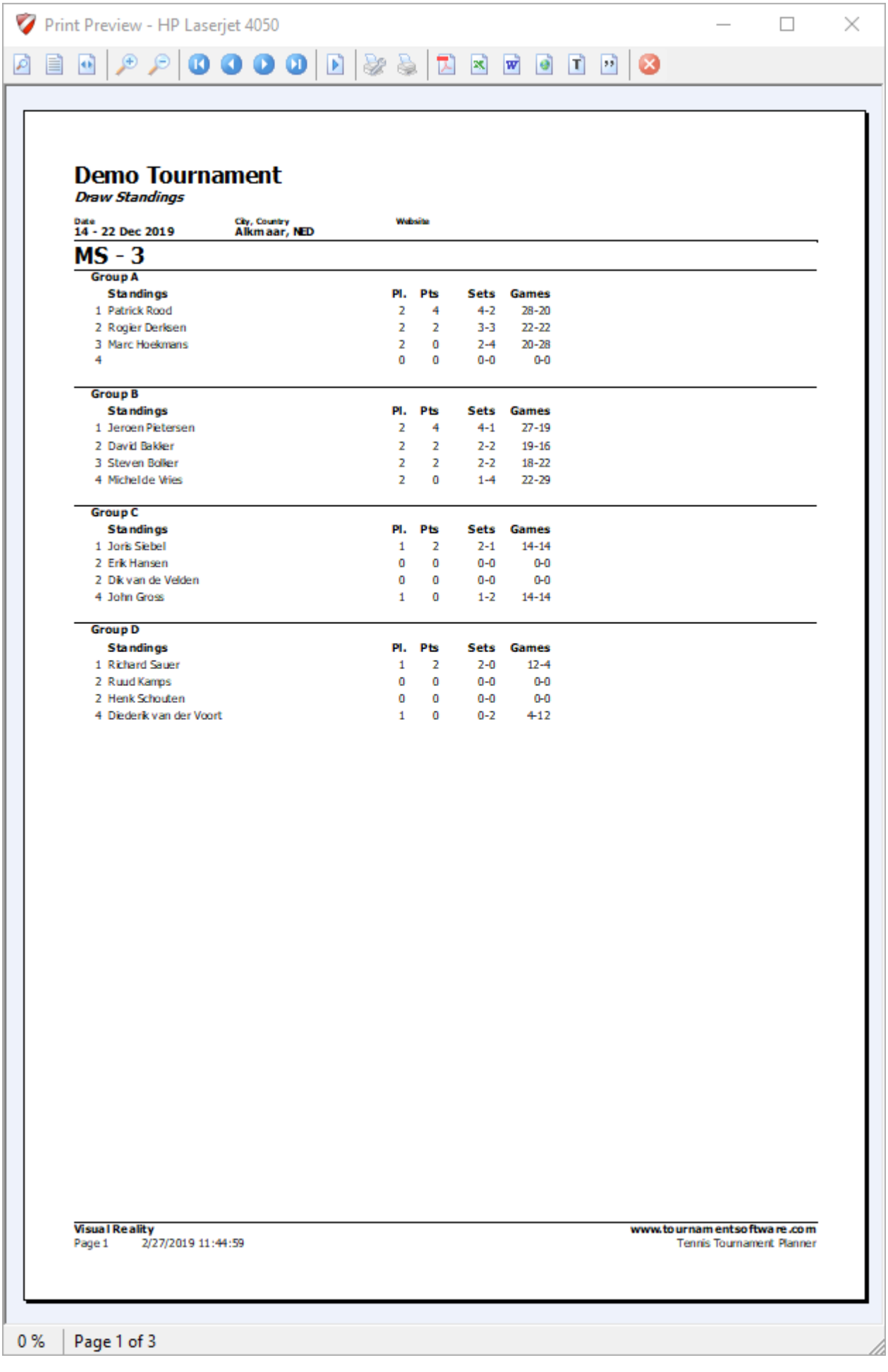
Draw List

You can print a list of all the draws in the tournament. Select **Report -> Draw List** from the main menu.



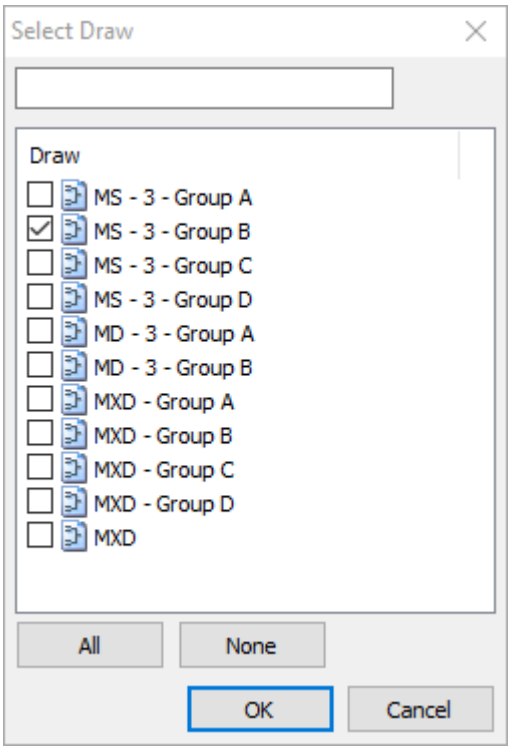
Draw Standings

When you don't want the print the full draws but just the standings of the round robins select **Report -> Draw Standings**.


Print Preview - HP Laserjet 4050
Demo Tournament
Draw Standings
Date
14 - 22 Dec 2019
City, Country
Alkmaar, NED
Website
MS - 3
Group A
Standings Pl. Pts Sets Games
1 Patrick Rood 2 4 4-2 28-20
2 Rogier Derksen 2 2 3-3 22-22
3 Marc Hoekmans 2 0 2-4 20-28
4 0 0 0-0 0-0
Group B
Standings Pl. Pts Sets Games
1 Jeroen Pietersen 2 4 4-1 27-19
2 David Bakker 2 2 2-2 19-16
3 Steven Bolker 2 2 2-2 18-22
4 Michel de Vries 2 0 1-4 22-29
Group C
Standings Pl. Pts Sets Games
1 Joris Siebel 1 2 2-1 14-14
2 Erik Hansen 0 0 0-0 0-0
2 Dik van de Velden 0 0 0-0 0-0
4 John Gross 1 0 1-2 14-14
Group D
Standings Pl. Pts Sets Games
1 Richard Sauer 1 2 2-0 12-4
2 Ruud Kamps 0 0 0-0 0-0
2 Henk Schouten 0 0 0-0 0-0
4 Diederik van der Voort 1 0 0-2 4-12
Visual Reality
Page 1 2/27/2019 11:44:59
www.tournamentsoftware.com
Tennis Tournament Planner
0 %
Page 1 of 3

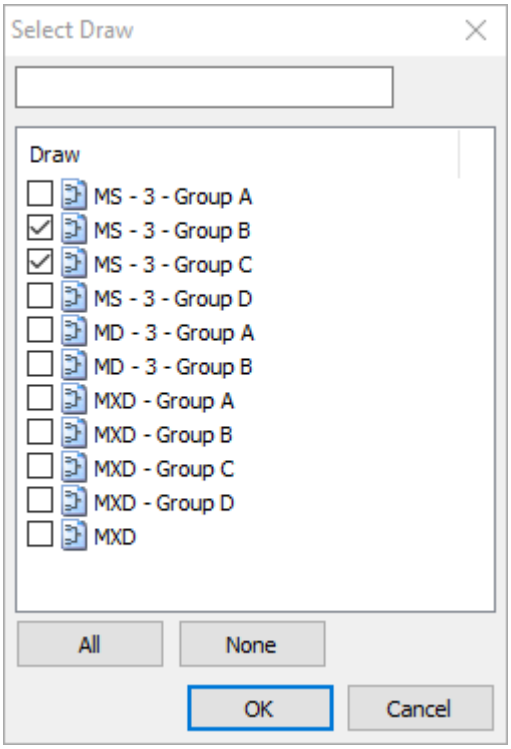
Round Robin Form

You can print a Round Robin Form. Select **Report -> Draws -> Round Robin Form** from the main menu.



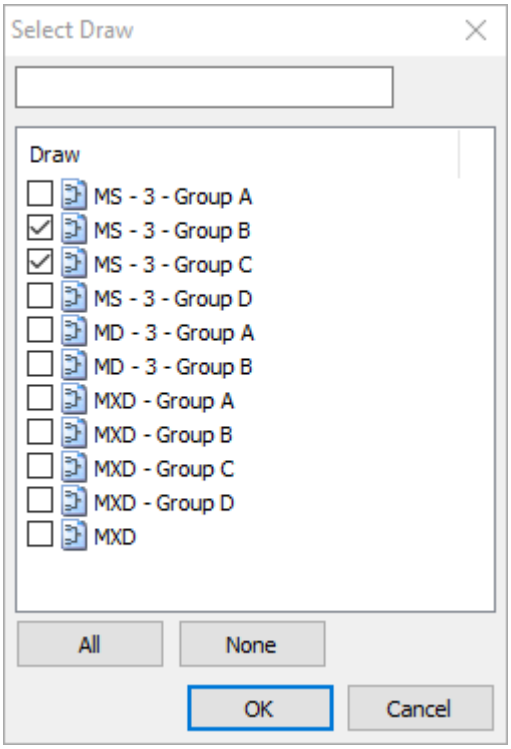
Round Robin Overview

You can print a Round Robin Overview. Select **Report -> Draws -> Round Robin Overview** from the main menu.



Round Robin Groups

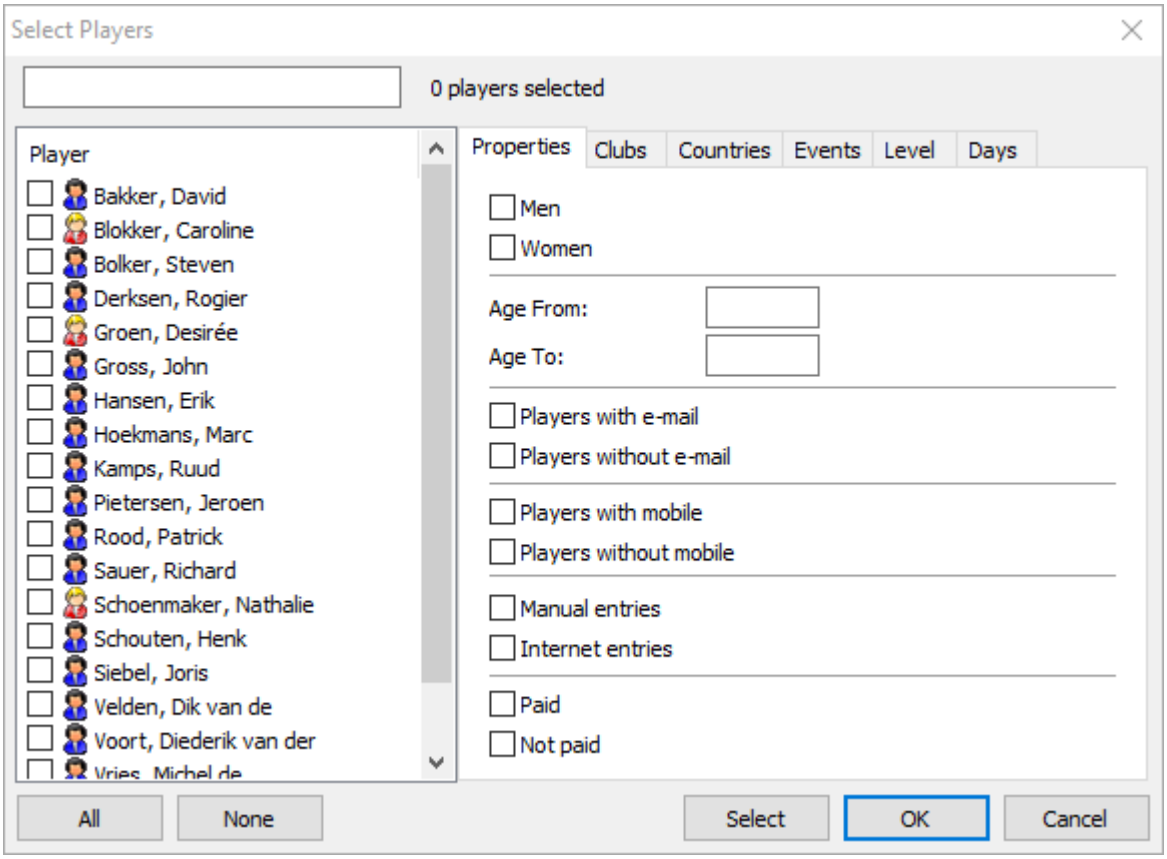
You can print a Round Robin Overview. Select **Report -> Draws -> Round Robin Groups** from the main menu.



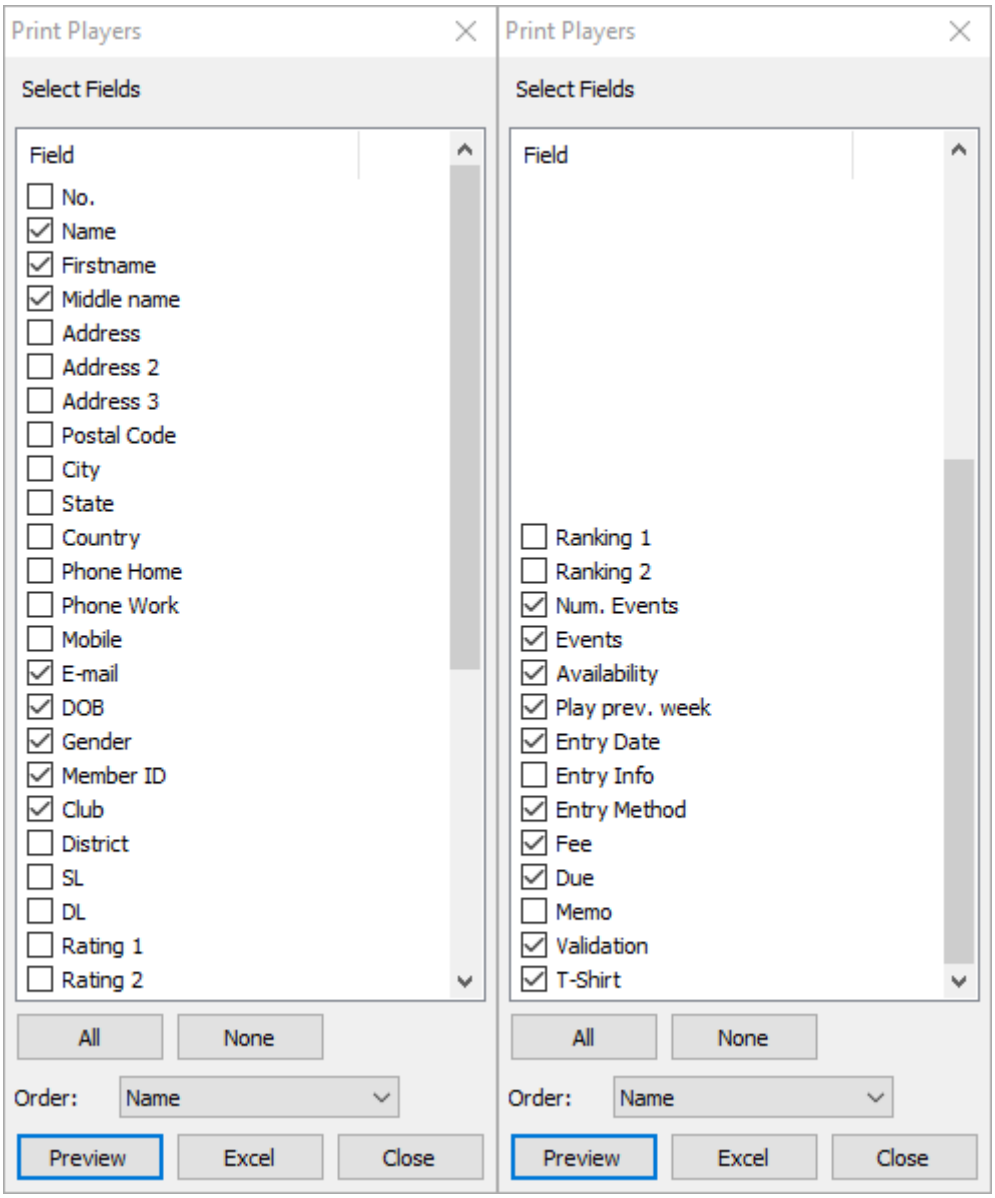
Players

Players

You can print a list of all players that participate. Select **Report -> Players -> Players** from the main menu.



First select the players and click **[OK]**. How to select Players is explained earlier (click here).



You can check the fields you want to print. Click **[All]** to check all fields and click **[None]** to uncheck all. At **Order** you can set the order of the printed list. Click on **[Preview]** to view the result, **[Excel]** will export the selected information directly and **[Close]** closes the window.

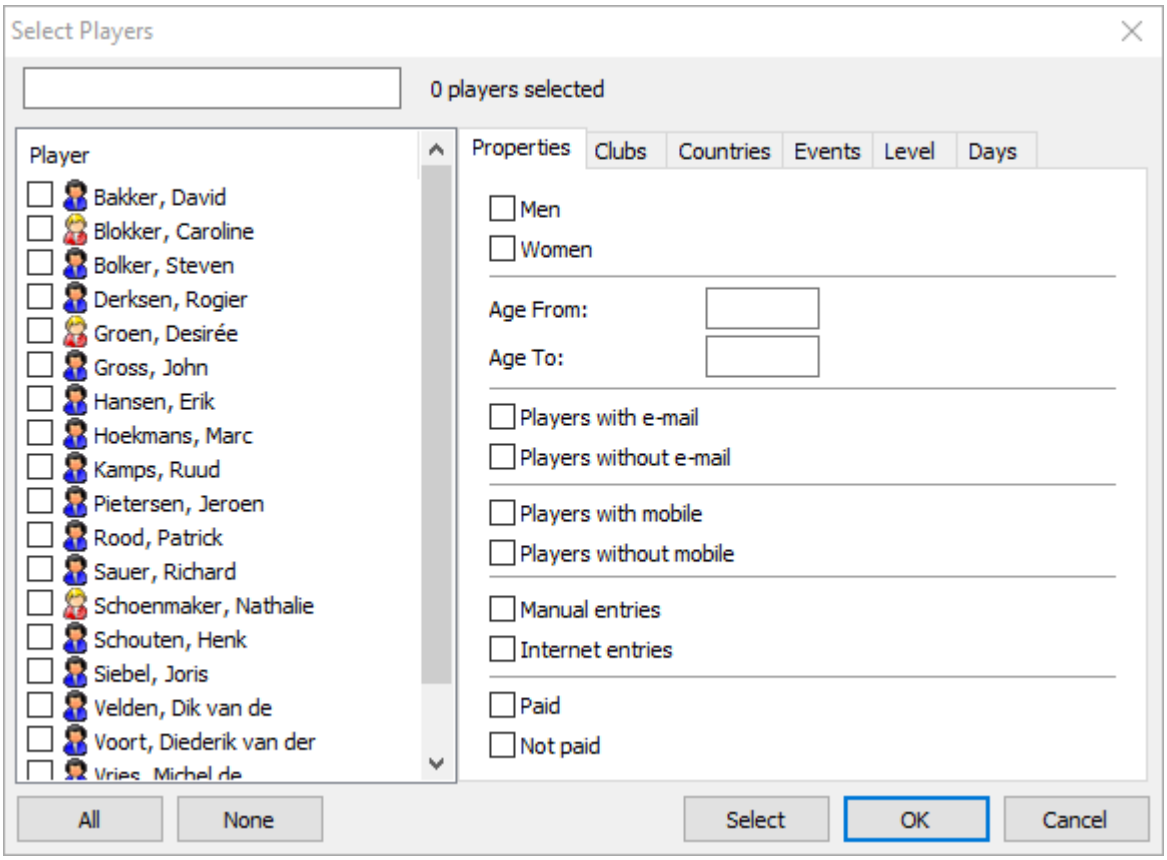
First matches

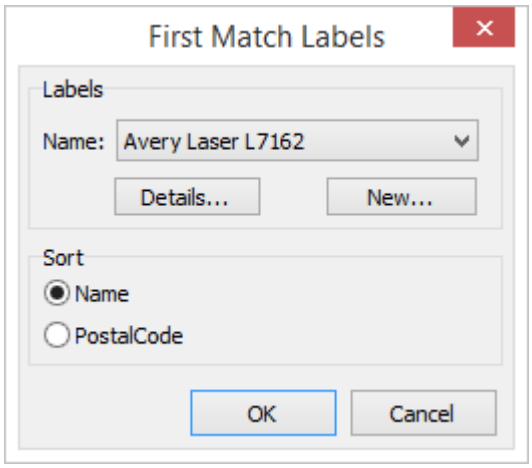
If you are printing the first matches or exporting them to Excel, you will get the message: '**Would you like to set the player status as warned for their first matches?**' This means you don't have to indicate per player that he or she is warned. In this case the players get the warned color in the **Matches** view. This color is default set to bleu.

Labels
You can print the first matches on labels. For every player two labels are printed:

- Label 1: The name of the player and his/her address
- Label 2: The name of the player with an overview of the first matches per event

Select **Report -> First matches -> Labels** from the main menu.



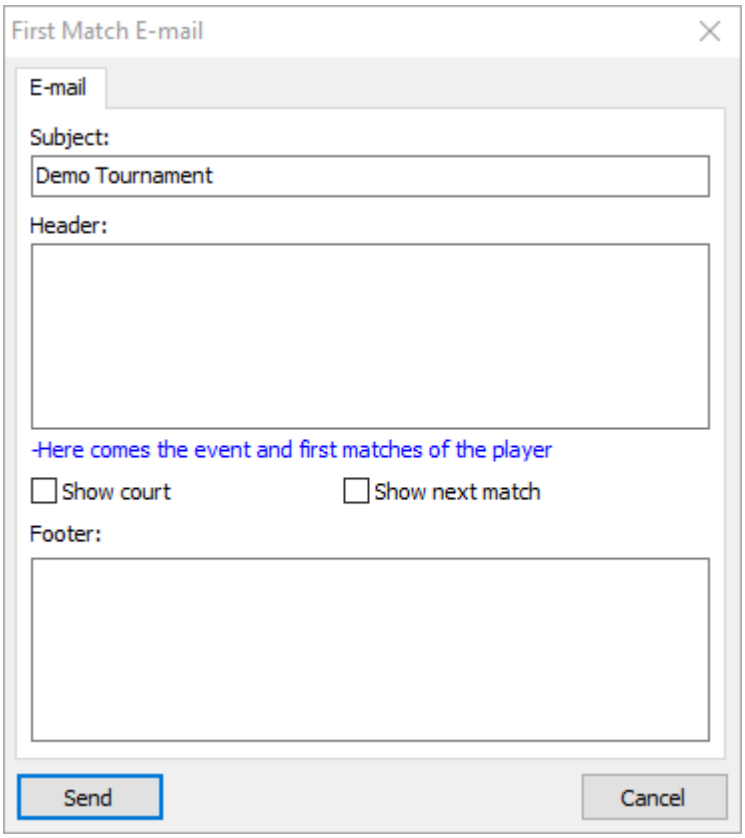


The Tournament Planner offers you a couple of standardized sizes of labels. You can view the properties of these labels by clicking **[Details]**, or you can add your own labels by clicking **[New]**. **Sort** by gives you the opportunity to set the order of the labels to Name or Postal code.

List
You can print an overview of all first matches per event per player. Select **Report -> First matches -> List** from the main menu.

Excel file (mail merge)
You can create a mail merge file of the first matches in Excel (*.xlsx) format. With an Excel file you can create your own print out with the first matches. You can do this with the help of MS Word or another word processor. Select **Report -> First matches -> Excel file (mail merge)** from the main menu.

Email
You can send the first matches to the players by email. Select **Report -> First matches -> Email**



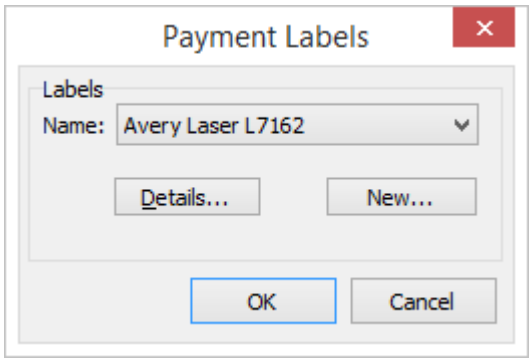
You can enter a **Subject**. Default the **Subject** has the tournament name filled in, but of course this can be changed. The message is divided into three parts, a header, the first matches of the player and a footer. You can enter the header and footer, the Tournament Planner generates the first matches automatically. If you are ready click **[Send]** to send the message.

Payments

You can print an overview of all players that haven't paid the fee yet, check the box "*Not paid*" on the Select Players view and click **[Select]**.

Attention: Players who do not have to pay will not appear in the list. If no fee is filled in for an event, the players don't have to pay and therefore will not appear in the list. You can change the fee in the **Tournament Properties**.

Labels
For all players that haven't paid yet you can print a label. The name of the player, the amount of money that still has to be paid and the registered events are printed. Select **Report -> Players -> Payments -> Labels** from the main menu.

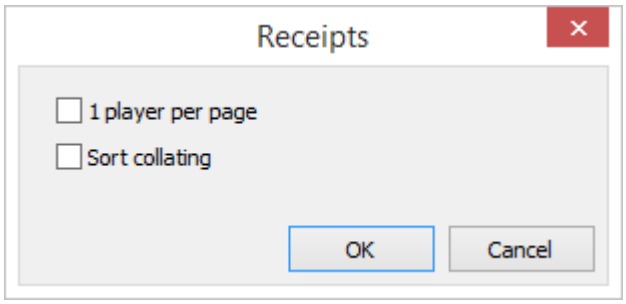


The Tournament Planner offers you a couple of standardized sizes of labels. You can view the properties of these labels by clicking **Details**, or you can add your own labels by clicking **New**.

List
You can print a list of all players that haven't paid yet. The personal data, the amount of money that still has to be paid and the registered events are printed. Select **Report -> Payments -> List** from the main menu.

Payment Details
You can print a detailed list of all the payments. Select **Report -> Players -> Payment Details**

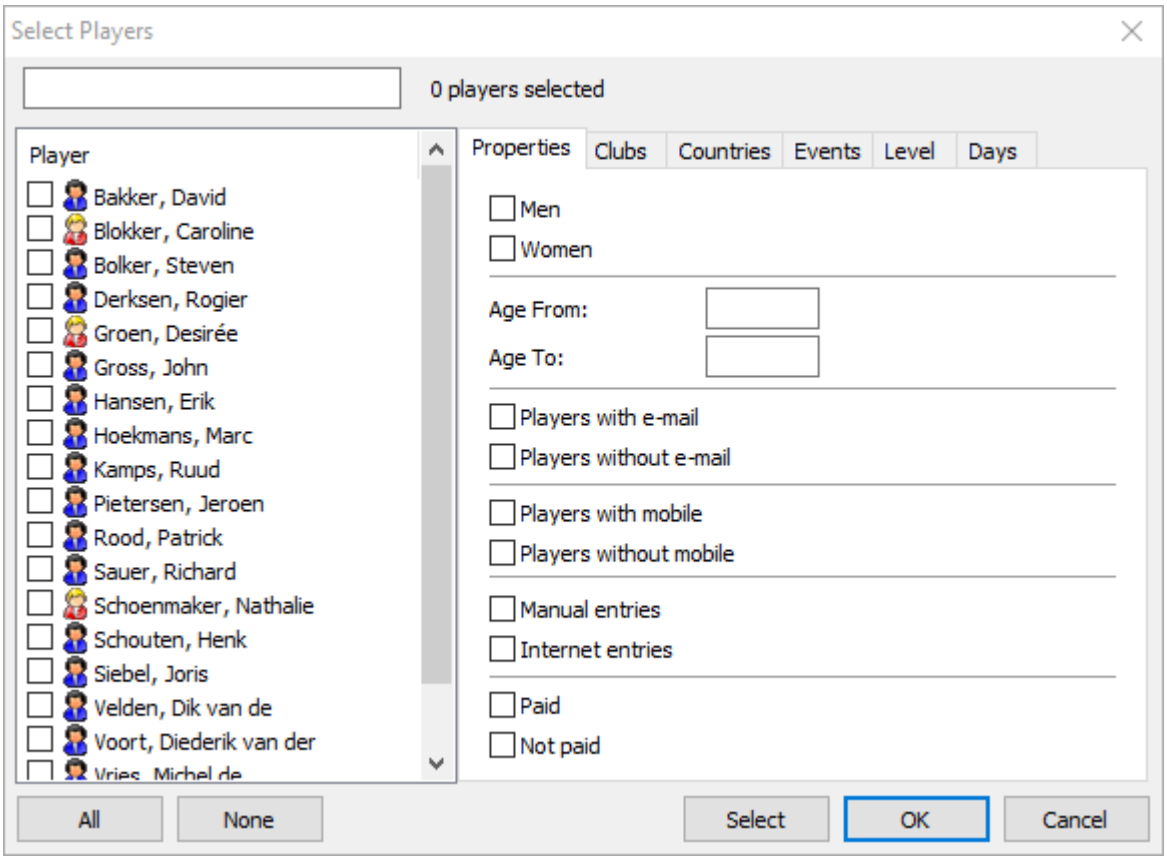
Receipts
You can also print a receipt for every player. Select **Report -> Players -> Payments -> Receipts** from the main menu.



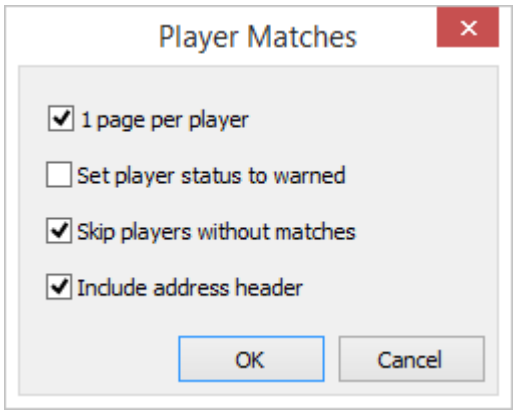
You can now check the players you want to print a receipt for. Click **[All]** on to check all players and click None to remove all the checks. If you check **1 player per page** you will get a separate page per player.

Player matches

You can print an overview of all planned matches per player. Select **Report -> Players -> Player matches** from the main menu.



Select the players and click **[OK]**.



After selecting the players you have the following options:

- **1 page per player**
  Each player is printed on a separate page.
- **Set player status to warned**
  The players will be automatically be marked as warned.
- **Skip players without matches**
  Do not print players who have no scheduled matches.
- **Include address header**
  Print complete letters, ready for the mail.

You can create a mail merge file of the players matches in Excel (*.xls) format. With an Excel file you can create your own print out with the matches. You can do this with the help of MS Word or another word processor. Select **Report -> Player Matches -> Excel file (mail merge)** from the main menu.

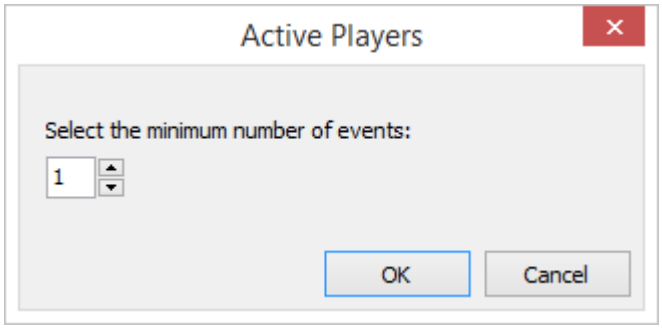
You can send the matches to the players by email. Select **Report -> Player Matches -> Email.**

Not Warned

This will show you a list of all players who still need to be warned for their planned matches. On this list the phone numbers will also be printed.

Active Players

This report will show you all player that are still playing in your tournament and in what event(s). You can select the minimum numbers of events for a player to show them on the list.

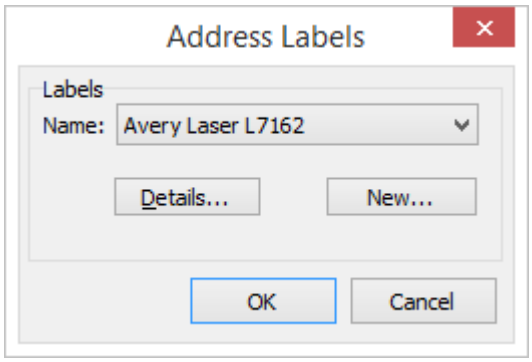


Player Elimination Status

You can print the Player Elimination Status. Select **Report -> Players -> Players Elimination Status** from the main menu.

Address Labels

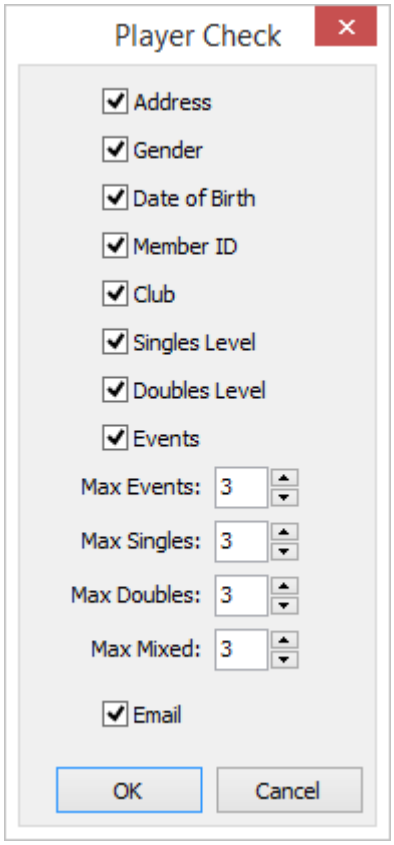
You can print the addresses of players on labels. Select from the main menu **Report** -> **Players** -> **Address Labels**.



The Tournament Planner offers you a couple of standardized sizes of labels. You can view the properties of these labels by clicking **[Details]**, or you can add your own labels by clicking **[New]**.

Check players

The Tournament Planner gives you the opportunity to check the data of the players. Select **Report -> Check Players** from the main menu.



You can select the options you want to be checked:

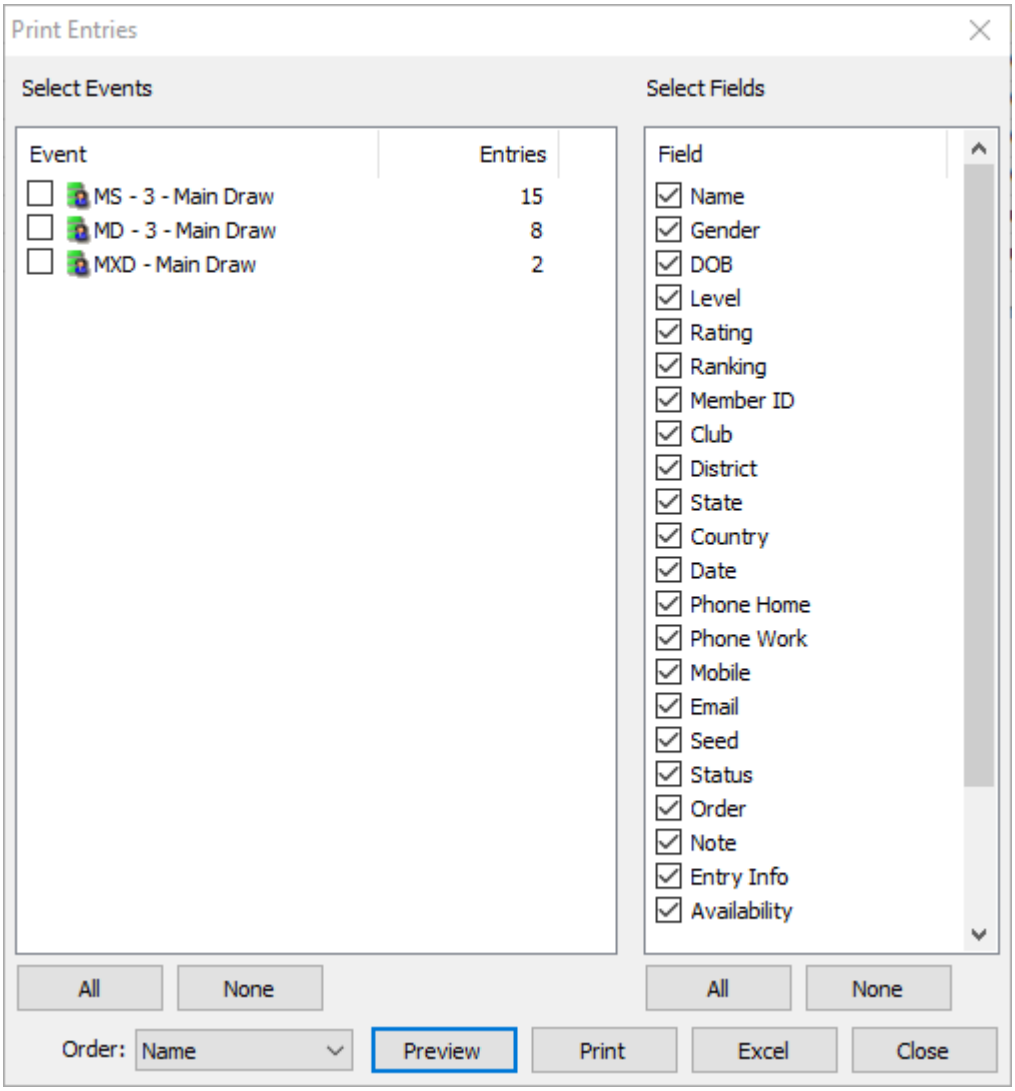
- **Address**
  It is checked if the address is filled in.

- **Gender**
  It is checked if the gender is filled in.
- **Date of Birth**
  It is checked if the date of birth is filled in.
- **Member ID**
  It is checked if the member number is filled in and if it is valid.
- **Club**
  It is checked if the club is filled in.
- **Singles level**
  It is checked if the singles level is filled in.
- **Doubles level**
  It is checked if the doubles level is filled in.
- **Events**
  It is checked if there are players that are not participating in an event, if there are men that are participating in a ladies event or visa versa. Or if there are two men or two ladies that are scheduled for an mix doubles event or if there are incomplete teams. If needed there is a check for age and level.
- **Max Events**
  In the field **Max Events** you can set up the maximum number of events a player is allowed to participate
- **Max Singles**
  In the field **Max Singles** you can set up the maximum number of Single events a player is allowed to participate
- **Max Doubles**
  In the field **Max Doubles** you can set up the maximum number of double events a player is allowed to participate
- **Max Mixed**
  In the field **Max Mixed** you can set up the maximum number of mixed events a player is allowed to participate
- **Email**
  It is checked if the email address is filled in.

Entries

Entries

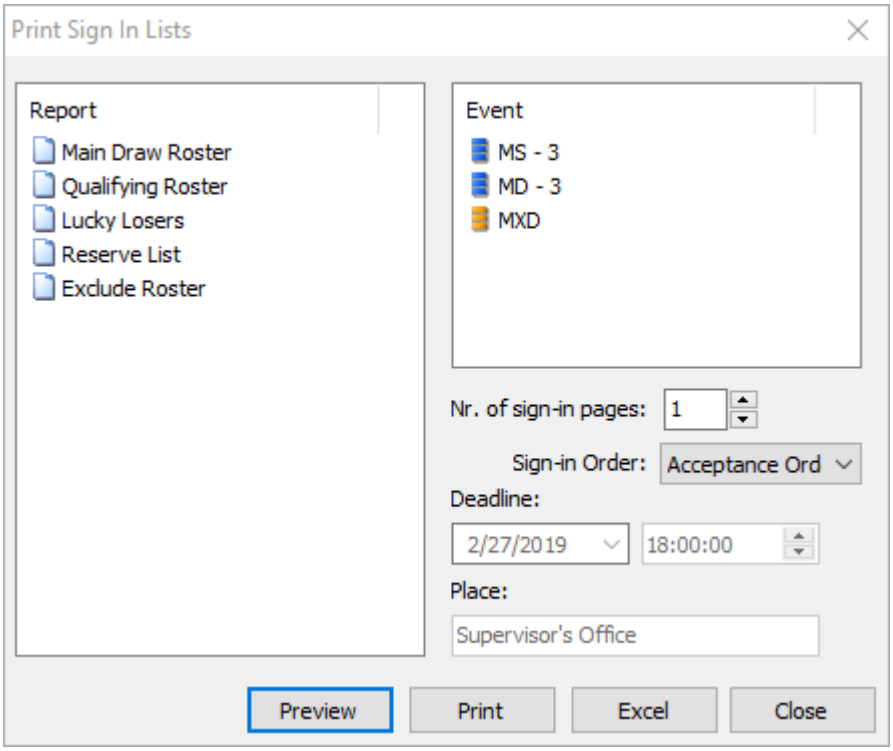
You can print an overview of all players that are participating in an event. For every checked event you get a list. Select **Report** -> **Entries** -> **Entries** from the main menu.



Now you can check the events you want to print. Click **[All]** to check all events and click **[None]** to remove all the checks. At **Order** you can set up the order of the lists. The lists can be sorted by Name, Level, Club or member ID. Click on **[Preview]** to view the results, click **[Print]** to print the results, **[Excel]** will export the selected information directly.

Entry Lists

You can print an overview of the sign-in lists via **Report** -> **Entries** -> **Entry List.**



Entry Cards

To print the entry cards select **Report -> Entries -> Entry Cards**. For each selected player a card is printed with the entry details.

Partner Wanted

To show the list of players looking for a partner select **Report** -> **Entries** -> **Partner Wanted**.

Seeding List

To show the list of seeds for each event select **Report** -> **Entries** -> **Seeding List**.

Tournament

Tournament Overview

The tournament overview shows per event the number of entries split in scheduled and not scheduled. This overview also shows the number of matches, the number of played matches and the number of matches that still have to be scheduled. Also you will see the number of sets, games, minutes and average minutes. Select from **Report -> Tournament -> Tournament Overview** the main menu.

Notes

To print all the player notes select **Report -> Tournament -> Notes** from the main menu.

Duration Statistics

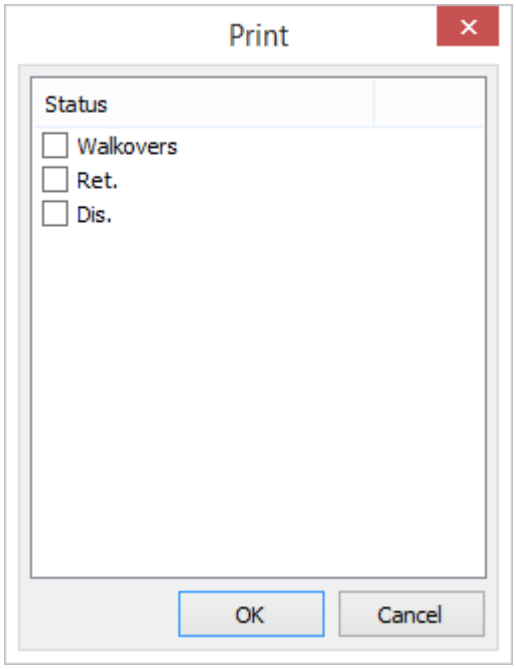
When entering the match results you can enter the match duration. The time statistics report will produce an overview of durations per event and per round. Select **Report -> Tournament -> Time Statistics** from the main menu.

Official Statistics

To print all the Official Statistics select **Report -> Tournament -> Official Statistics** from the main menu.

Match Status

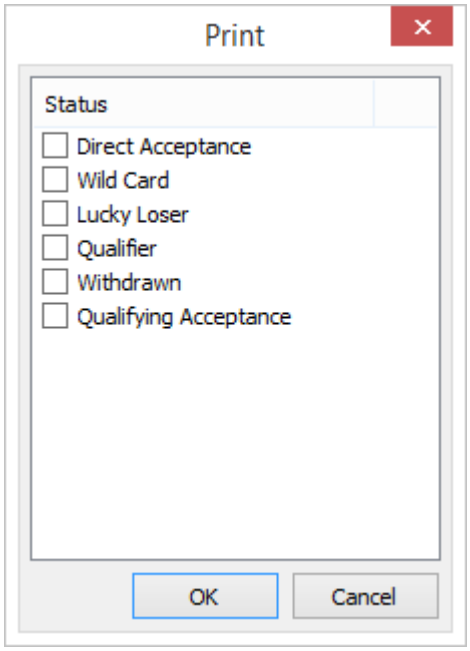
You can print a list of all the Walkovers, retirements (Ret.) and disqualifications (Des.). Select **Report -> Tournament -> Match Status** from the main menu.



You can select if you want to print the matches with walkover and/or retirement and/or disqualification.

Entry Status

To print all the Entry Statuses select **Report -> Tournament -> Entry Status** from the main menu.



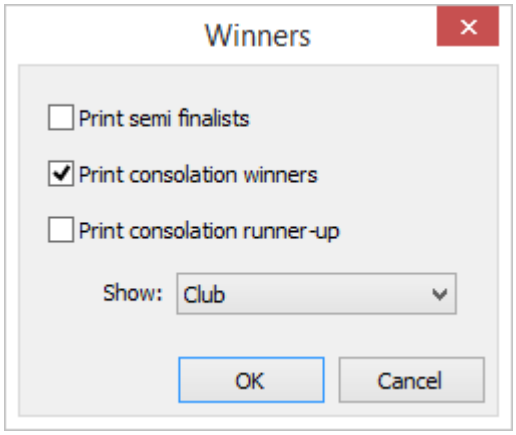
You can pick one or more of the above.

Press overview

The press overview gives you a list of all the played matches per draw per event. You can use this list as a handout for the press or use it in the club magazine. Select **Report** -> **Tournament** -> **Press Overview** from the main menu.

Winners

To print an overview of the winners of every draw, then select **Report** -> **Tournament** -> **Winners** from the main menu. The events are displayed in reverse order, so the highest category is last in the list. You can use this list perfectly during the award ceremony.



You can select if you want to print other players besides the winner and runner up as well.

Players per club

To print a list of the participating clubs and the number of players, you can select **Report ->Tournament -> Players per club** from the main menu. The clubs are displayed in alphabetical order.

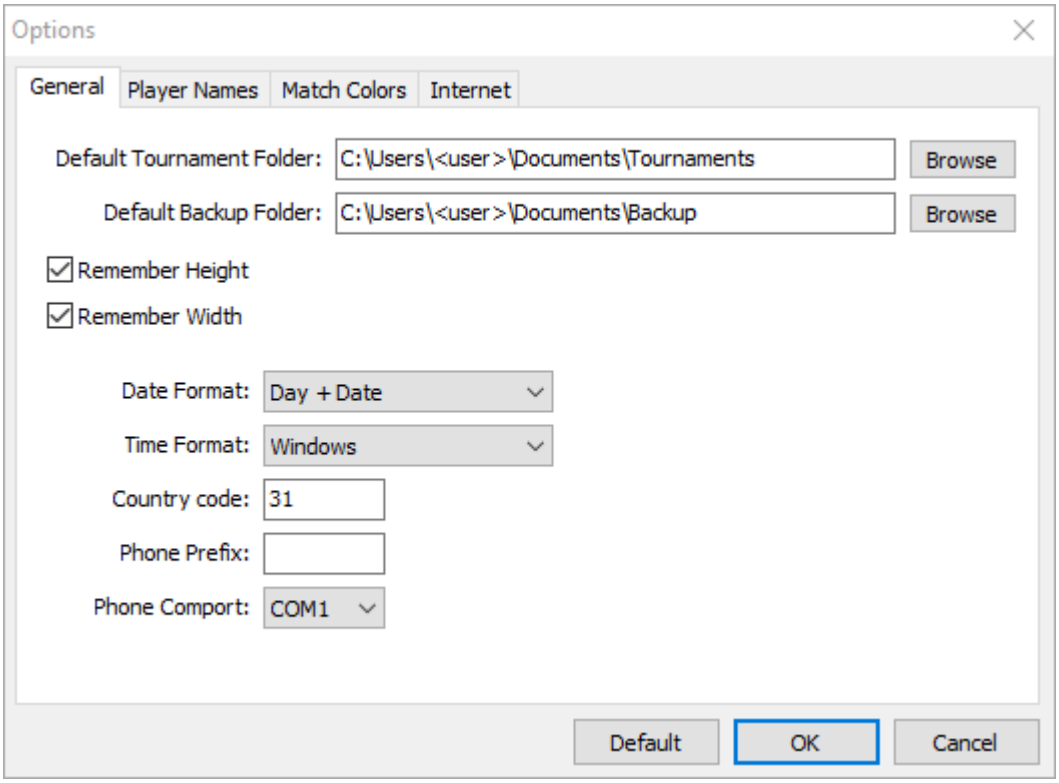
Start and Finishing Times

Go to **Report -> Tournament -> Start and Finishing Times** to print a list of all matches and their starting and finishing times in the tournament.

Program settings

To change the settings of the Tournament Planner you select **Extra -> Options** from the main menu. Here you can change the settings. If you wish to restore all the original settings click on **[Default]**.

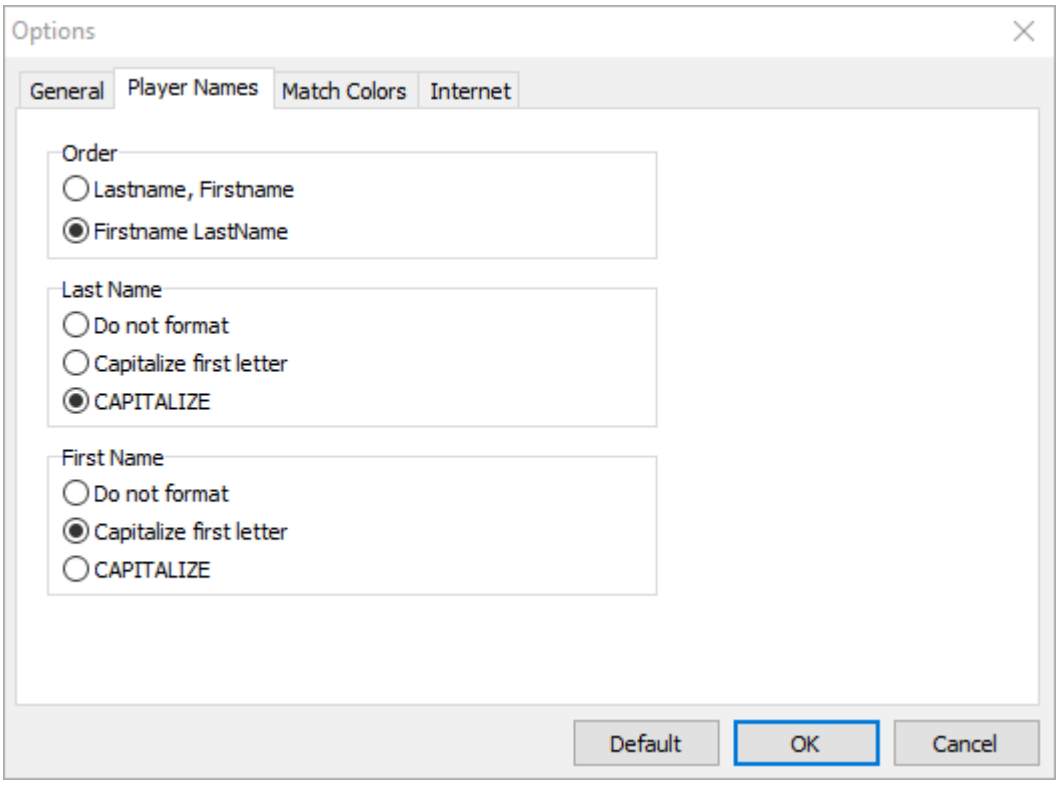
General tab



On the **General** tab you can set up the following options:

- **Default Tournament Folder**
  When you open a tournament this folder is shown first. This way you will not need to browse to the correct folder to keep all your tournaments together.
- **Default Back-up Folder**
  When you want to create a backup or want to restore a backup this folder is shown first.
- **Remember Width and Height**
  If these options are checked the window size of the Tournament Planner is saved. The next time the Tournament Planner is started the window size is set to the saved size. Otherwise the Tournament Planner is started with default sizes.
- **Date Format**
  You can set up the date format, there are three options: **Day+Date** (Wed 6-6-2015), only the **Date** (6-6-2015) or just the **Day** (Wed).
- **Time Format**
  You can set up the time format, there are three options: **Windows** (time configuration in windows), **14:30** or **02:30 pm**.
- **Country code**
  If you fill in the country code, you don't have to do this for every number separately.
- **Phone Prefix**
  If a prefix is needed for dialing phone numbers you can enter it here.
- **Phone Comport**
  You can set up the communication-port (COM-port) of your modem, needed to dial the players phone number.

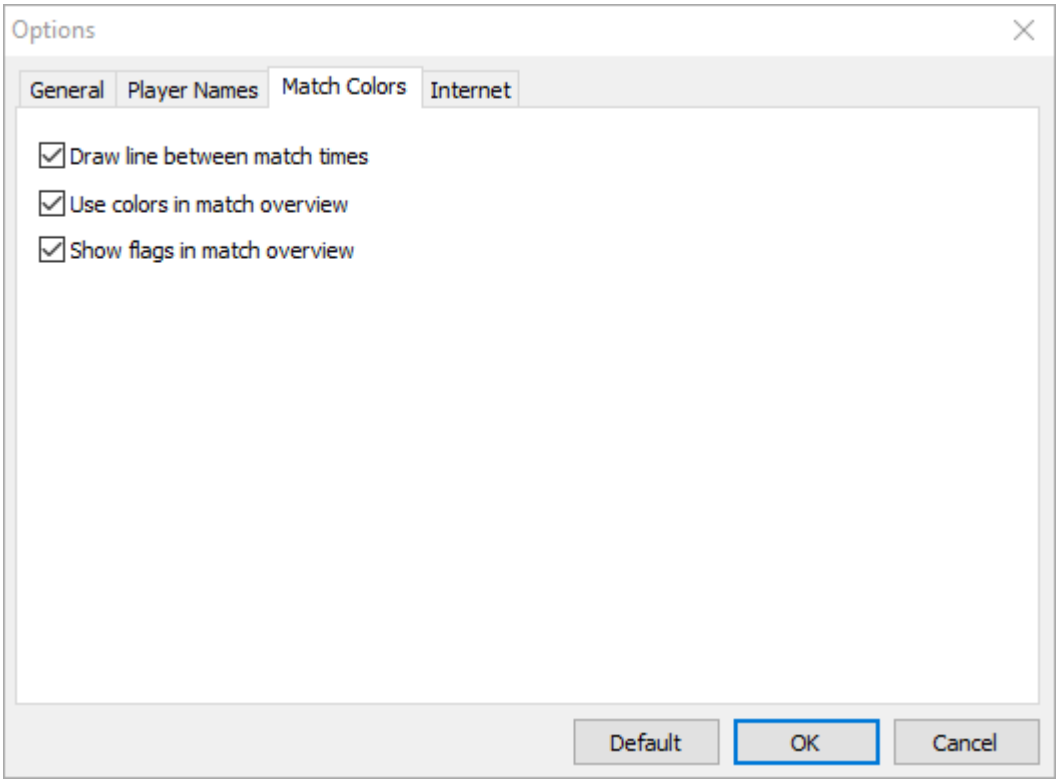
Player names tab



On the **Player Names** tab you can set the display format for the player names on draws and match lists.

Match colors tab

On the **Match colors** tab you can set up the colors that are used for displaying the status of a player (warned, checked-in, paid, etc.) in the matches view.



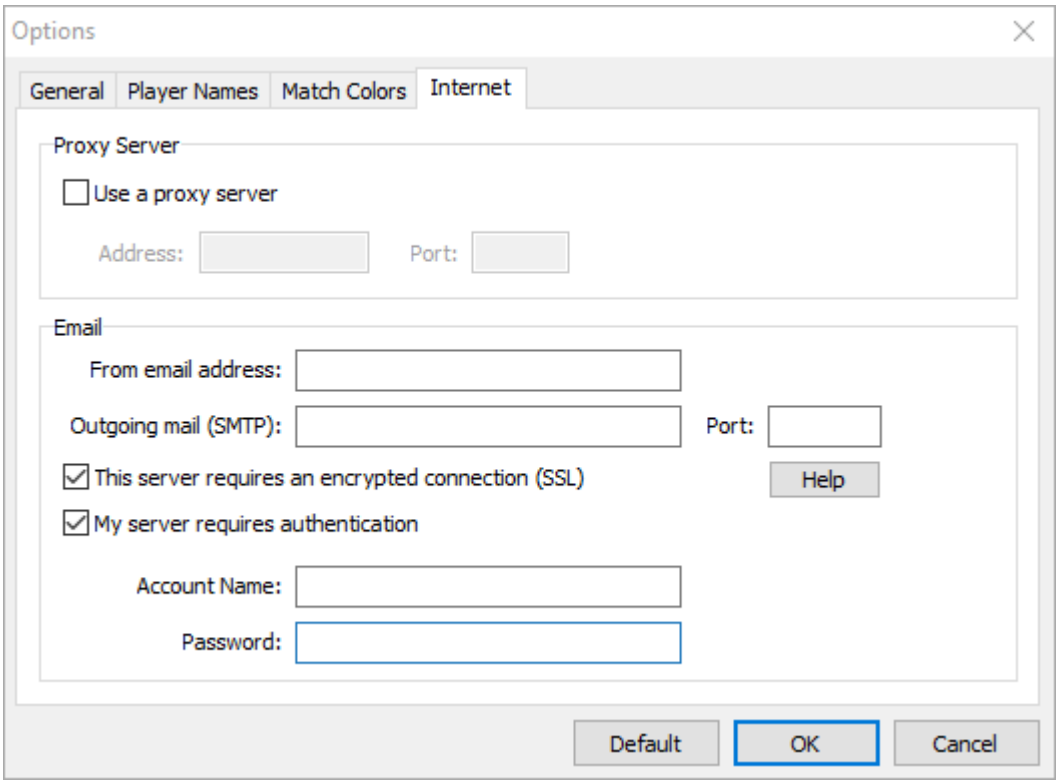
The option **Draw line between matches** will group matches together starting at the same time.

You can turn on or off the option to **Use colors in match overview**.

You can switch the country flags on the matches pane on and off using the option **Show flags in match overview**.

Internet tab

When you need a proxy server to connect to the internet, you can specify the settings here. When you still have problems connecting to the internet, check for firewalls or virus scanners which may block the access. To use a proxy server check the box. Fill in the proxy **Address** and the **Port** number. These settings are used when publishing your tournament and when picking up entries.

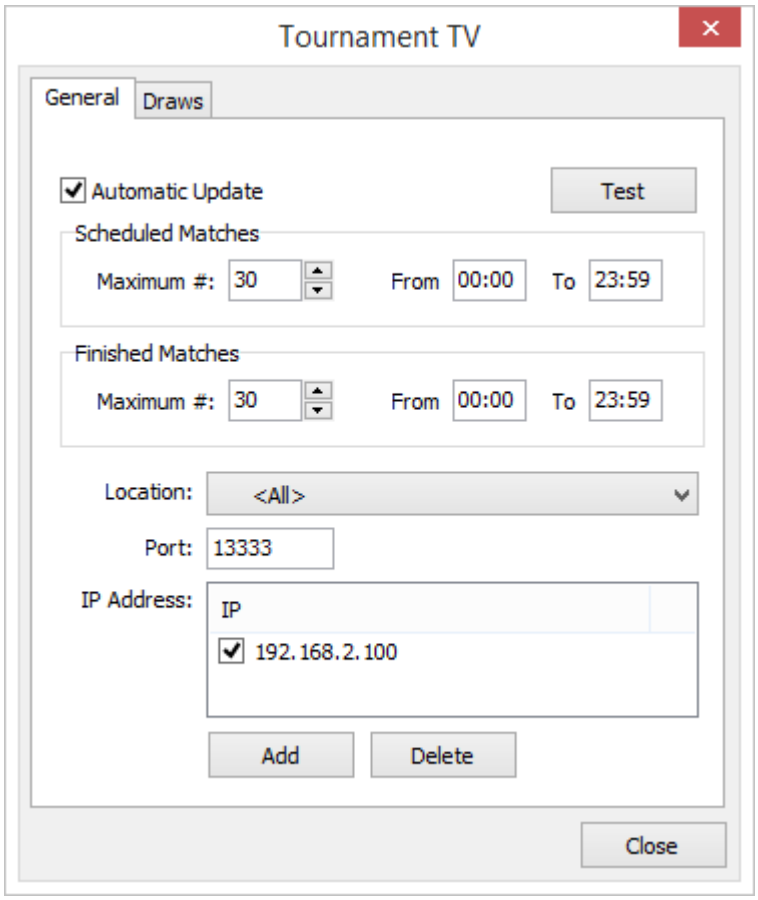


In order to send ***Email messages*** from the Tournament Planner you need to specify your e-mail settings.

Fill in your correct e-mail address in **From e-mail address**. This address can be used as sender when creating e-mail messages. Specify your outgoing mail server in **Outgoing Mail (SMTP)**. You can find these settings online on the webpages of the email provider.

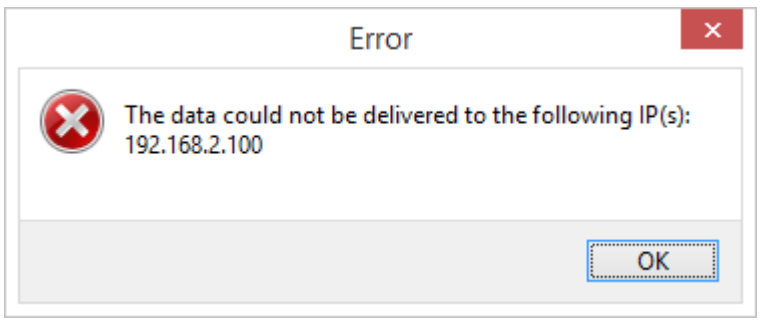
In the new version it is also possible to use the SMTP from Hotmail, AOL or Gmail. Click on **Help** to open the online tutorial how to set it up.
If your outgoing mail server needs authentication you can specify your **Account Name** and **Password**.

Tournament TV



Tournament TV (TTV) is an application similar to PowerPoint, which allows you to inform the players and the audience about upcoming matches, current matches and results. Besides the match information you can add your own text pages, photo's and sponsor info. All the match information is automatically updated from the Tournament Planner.

At **Scheduled Matches** and **Finished Matches** specify the number of matches that will be shown.
At **Location** you can select the location you want to display (for the view "Matches on court") on Tournament TV.
If necessary you can change the **Port** number. If you change the default port number you also have to do this in Tournament TV.
At **IP-adres** specify the network addresses of the computers running Tournament TV, only the checked will receive data.
Click on **Test** to check if the Tournament TV computer can receive data from the Tournament Planner.

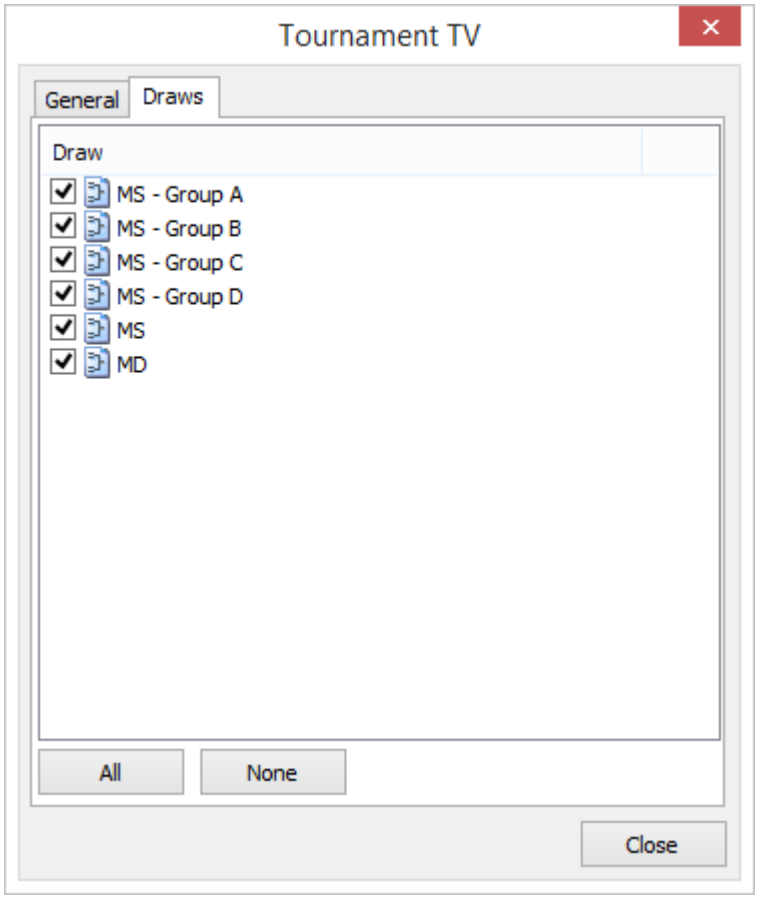


Above error message means that Tournament TV does not receive data:

1. It is possible that your firewall is blocking the connection. You can temporarily disable your firewall, or configure it that the Tournament Planner can send data over the network to the Tournament TV workstation. The traffic is on port 13333 (default) over UDP protocol.

2. The first four numbers of the the version number must be the same of both products. You can check this in the main menu **Help -> About.**

On the **Draws** tab you can tick the draws you want to display on Tournament TV.


Tournament TV
General
Draws
Draw
MS - Group A
MS - Group B
MS - Group C
MS - Group D
MS
MD
All
None
Close

Appendix

The toolbar

	Ctrl-N	**New Tournament**	Create a new tournament.
	Ctrl-O	**Open Tournament**	Open an existing tournament.
	Ctrl-S	**Backup Tournament**	Backup the current tournament.
		Restore Tournament	Restore a backup.
		Tournament Properties	Open the tournament properties.
	Ctrl-P	**Print**	Print the current screen.
		Add Player	Add a new player.
		Delete Player	Delete the selected player.
	F9	**Find player in draw**	Locate a player in the draws.
	F10	**Matches of player**	Show all matches of a player.
		Add Draw	Add a draw sheet.
		Delete Draw	Delete the selected draw sheet.
		Add Note	Add a note.
		Delete Note	Delete the selected note.
		Entry Properties	Open the properties of the selected entry.
		Automatic Seeding	Open the automatic seeding dialog.
		Make Draws	Open the Draw Wizard.
	Enter	**Select Entry**	Select an entry and place in a draw manually.
		Schedule Tournament	Open the automatic Scheduling Wizard.
		Schedule Round	Schedule a round of an event.
	F7	**Schedule Match**	Schedule a match manually.
	Del	**Clear Match**	Remove the scheduling or remove entry from draw.
	Del	**Delete Entry**	Delete the selected entry.
	F6	**Show Match**	Locate the match in the matches view.
	Enter	**Match Properties**	Open the match properties.
		Print Draws	Print one or more draws.
		Match to Court	Assign the match to a court.
		Free Court	Free the court.
	F6	**Show Draw**	Locate the match in the draws.
	CTRL-F	**Find**	Find players in the match overview.
		Publish Tournament	Publish the tournament to the Internet.
		Pickup Entries	Pickup entries from the Internet.
		Generate HTML	Generate HTML pages for your homepage or website.
		Send All Messages	Send all messages.
		Options	Open the Program Settings.
	F12	**Change Partner**	Change the partner of an entry in a doubles event.

The main menu

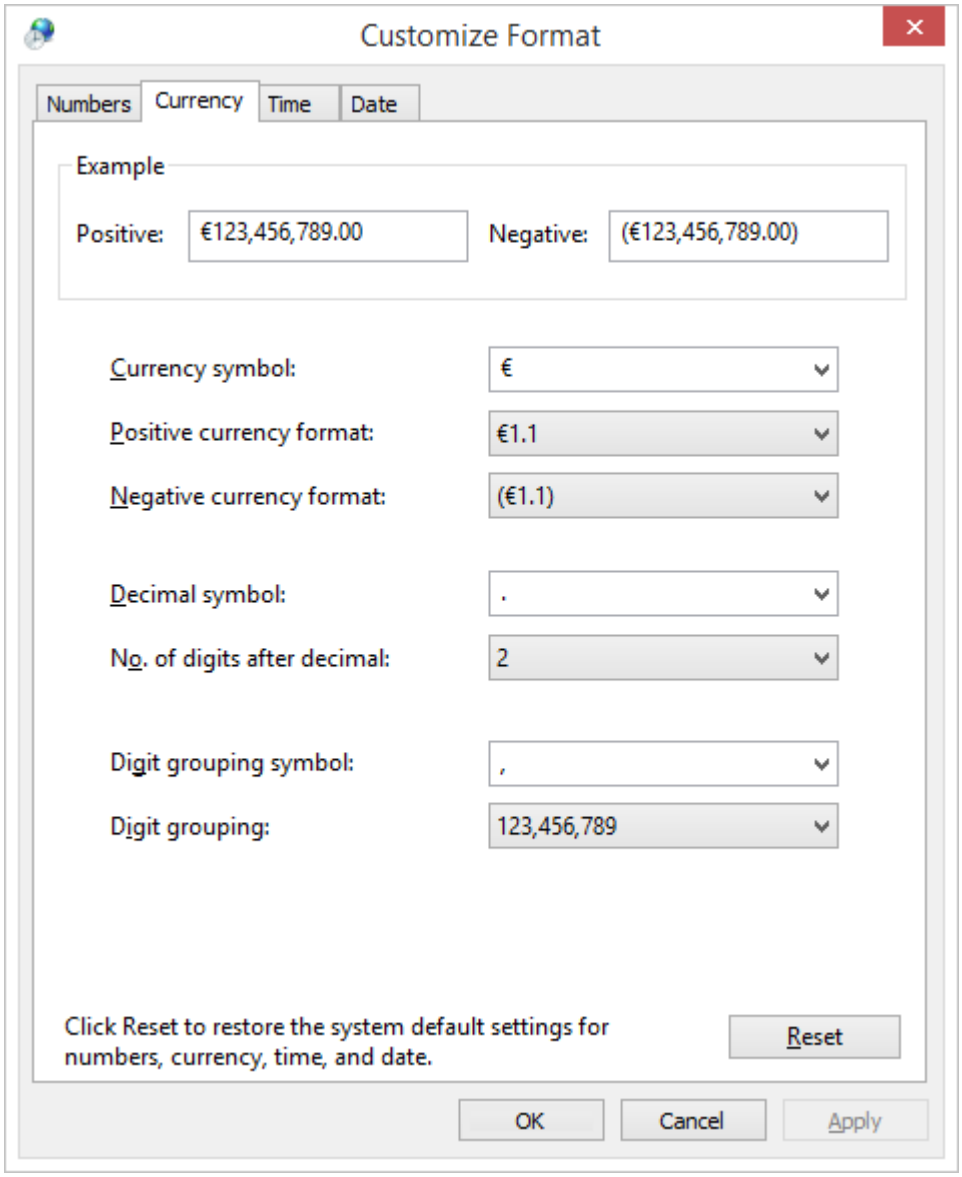
Tournament		
New...	**Ctrl-N**	Create a new tournament.
Open...	**Ctrl-O**	Open an existing tournament.
Close		Close the current tournament.
Backup	**Ctrl-S**	Backup the current tournament.
Restore		Restore a backup.
Properties...		Open the tournament properties.
Income and Expense		The income and expense of the tournament.
Exit		Close the Tournament Planner.
Player		
Add Player		Add a new player.
Delete Player		Delete the selected player.
Find In	**F8**	Locate a player in the roster.
Find In Draw	**F9**	Locate a player in the draws.
Show Matches	**F10**	Show all matches of a player.
Send Email		Sending an email to a selected player.
Send SMS		Sending an SMS to a selected player
Copy To Player Database		Copy all the players to the player database.
Pickup From Player Database...	**F3**	Pickup players from the player database.
Import to Player Database...		Import players in to the player database.
Export Player Database		Export the player database.
Import Entries...		Import players directly into the tournament.
Import Ranking...		Import ranking from an Excel file
Import Clubs		Import clubs from an Excel file
Export Clubs		Export clubs to an Excel file
Draw		
Print Draws...		Print one or more draws.
Make Draws...		Open the Draw Wizard.
Schedule Tournament...		Open the automatic Scheduling Wizard.
Clear Draws...		Clear one of more draws.
Conflicts...		An overview of conflicts in match planning.
Check Rest Time		An overview of the rest times.
Links...		View/edit the links between draws.
Adjust Standings...		Adjust the round robin standings.
Add Draw		Add a draw sheet.
Delete Draw		Delete the selected draw sheet.
Draw Location		Linking a draw to a location.
Calculate...	**F11**	Calculate the number of matches and create draws based on entries.
Layout...		Change the layout of multiple draws.
Export to Excel		Export the draws to Excel.
Report		
Matches		
Matches...		Print the matches per day.
Matches Per Location...		Print matches per location.

Match Form...		Print the match forms.
Match Cards...		Print the match cards.
Court Schedule...		Print an overview of the courts with the planned matches.
Export Press Results...		Export the press results for a selected day.
Match Notes		Print the match notes.
Sign In		Print sign in sheet.
ScoreSheets...		Print score sheets.
Blank Scoresheet...		Print a blank score sheet.
First Matches		
Labels		Print the first matches on labels.
List		Print the first matches as a list.
Dbase File		Export the first matches to a Dbase file.
E-mail		Email the first matchers.
SMS		SMS the first matches
Player Matches		
Print		Print the matches for one or more players.
E-mail		E-mail the matches for one or more players.
Dbase File		Export the player matches to a Dbase file.
Not Warned		Print a list of the players with status not warned.
Active Players...		Print a list of the still active players.
Payments		
Labels		Print payments on labels.
List		Print payments as a list.
Receipts		Print receipts.
Address Labels		Print addresses on labels.
Players...		Print a player list.
Check Players...		Check the player data.
Entries...		Print the entries as a list per event.
Entry Cards...		Print the entry cards
Partner Wanted		Print a list of the players with a Partner Wanted status.
Seeding List		Print a list with de seeded players.
Match Notes		Print all match notes.
Notes		Print all notes.
Print Draws...		Print one or more draws.
Draw Standings...		Print all the draw standings.
Draw List		Print a list of the draws per event.
Court Schedule...		Print an overview of the courts with the planned matches.
Tournament Overview		Print a tournament overview.
Duration Statistics		Duration statistics of the played matches.
Walkovers		Print a list with the matches with a walkover.
Press Overview		Print a press overview.
Winners		Print a list of the winners.
Players Per Club		Print a list with the players per club.
Internet		
Publish...		Publish the tournament to the Internet.
Entries...		Download the online entries from the web server.
Generate HTML...		Generate HTML pages for your homepage or website.
Messages		

	Send Players Email		Send email to one or more players.
	Send Players SMS		Send SMS to one or more players.
	Send All...		Send all messages
	Pickup Confirmations		Pickup message confirmations
	Delete		Delete selected messages.
Extra			
	Led Display...		Configure the led display.
	Tournament TV		Configure Tournament TV.
	Options...		Configure the Program Settings.
Help			
	Contents		**F1** Open the help system.
	Internet Site		Go to the product website.
	System Info…		Get the system info.
	Check for updates…		Start the auto update
	About Tournament Planner		About the Tournament Planner.

The Tournament Planner and foreign currency

In the European Union everybody is using the Euro. No problem for the Tournament Planner! The Tournament Planner uses the currency selected in windows. In fact the Tournament Planner can be used with any currency. You can set the currency in the Control Panel. Select from the start menu **Settings -> Control Panel**. Then open the **Regional Options** and go to the **Currency** tab.



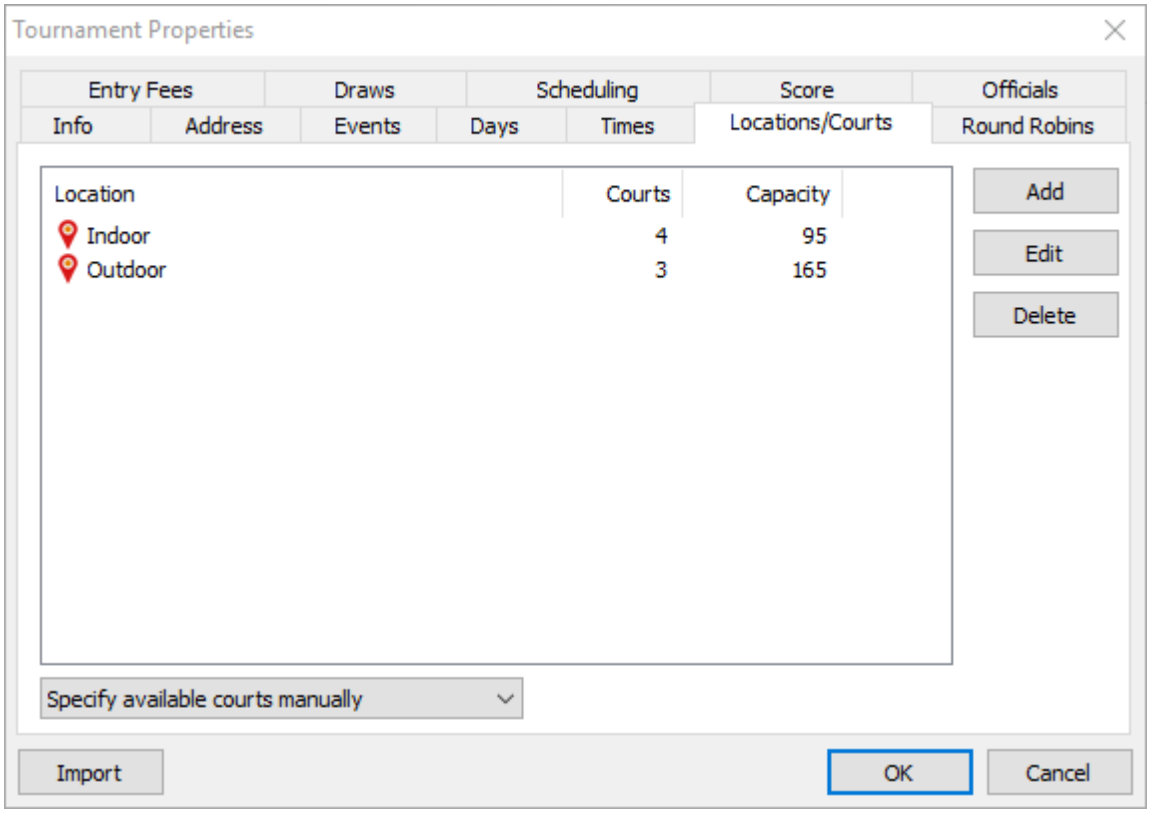
Now select your currency as **Currency symbol** and click **[OK]** to apply the settings. Your windows and Tournament Planner are now configured to use the new currency.

Tutorials

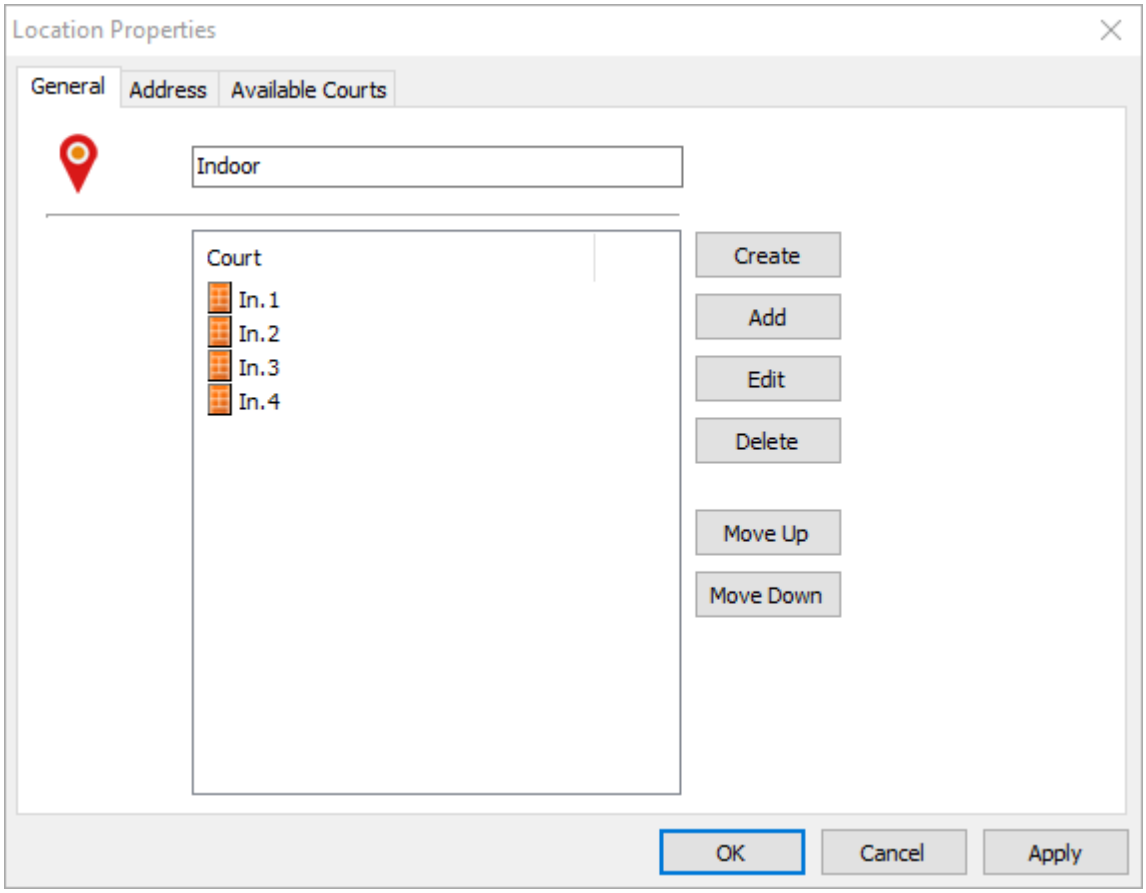
Here you can find tutorials for the Tournament Planner.

Tournament on more then one location

When a tournament is held on several locations you can indicate this in the tournament properties. To do this go the **Locations/Courts** tab and **[Add]** the locations.

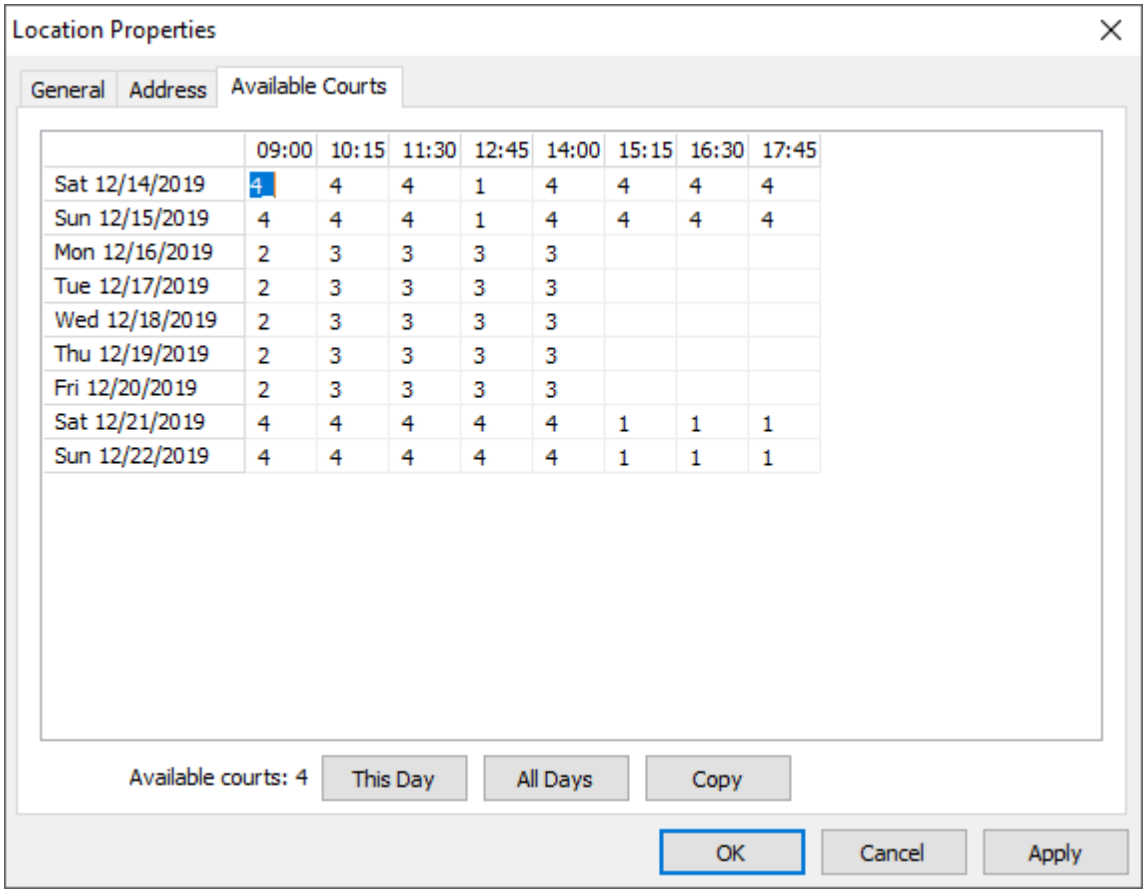


In our example the tournament is held on location "Indoor" and "Outdoor".



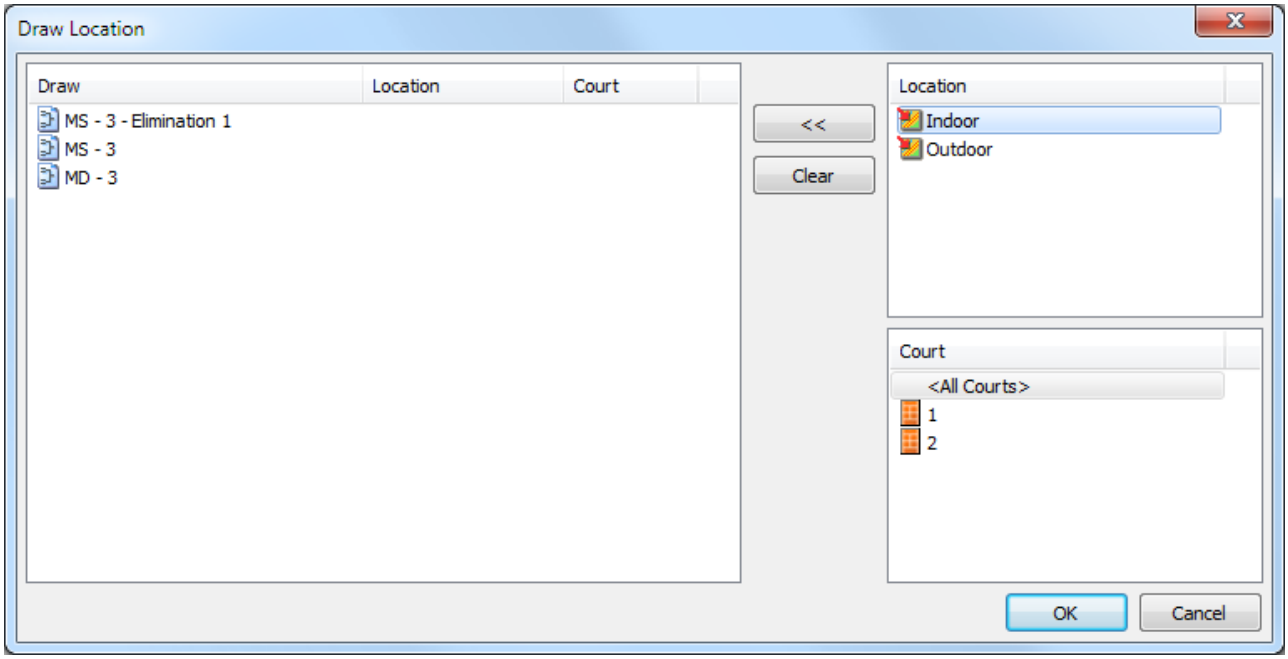
When the locations have been added it's time to fill in the courts and link them to a location. In our example location "Indoor" and "Outdoor" have 4 and 3 courts. In the **General** tab of the location you can [Create] courts give the court a name.

For every round you can set the amount of available courts, if only one court is available in a specific round (in the example below at 12:45) you can set the amount of courts to 1. Only one match (in this location) can be scheduled in that round.



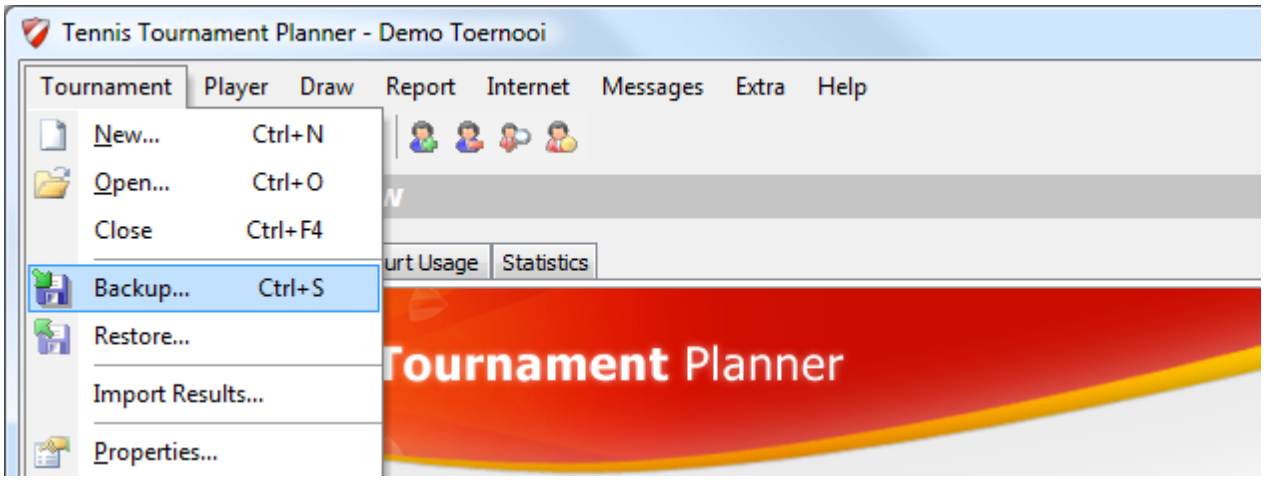
Draw location

Select from the main menu **Draw -> Draw Location**. Here you can indicate on which location a draw is played. You can select left the draw and select right the location. Press on << to link them to each other. If you now schedule the draw all matches will be automatically scheduled on the linked location. It's always possible to make changes and schedule matches manually on a different location.

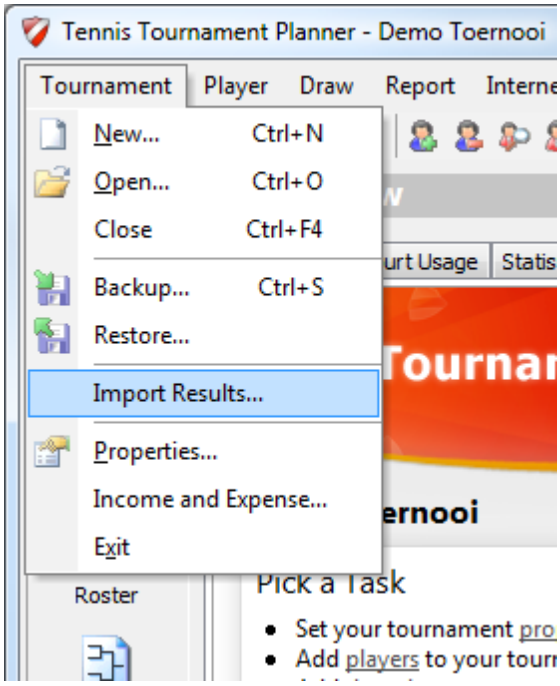


Scheduling
You can now continue with scheduling like you normally do.

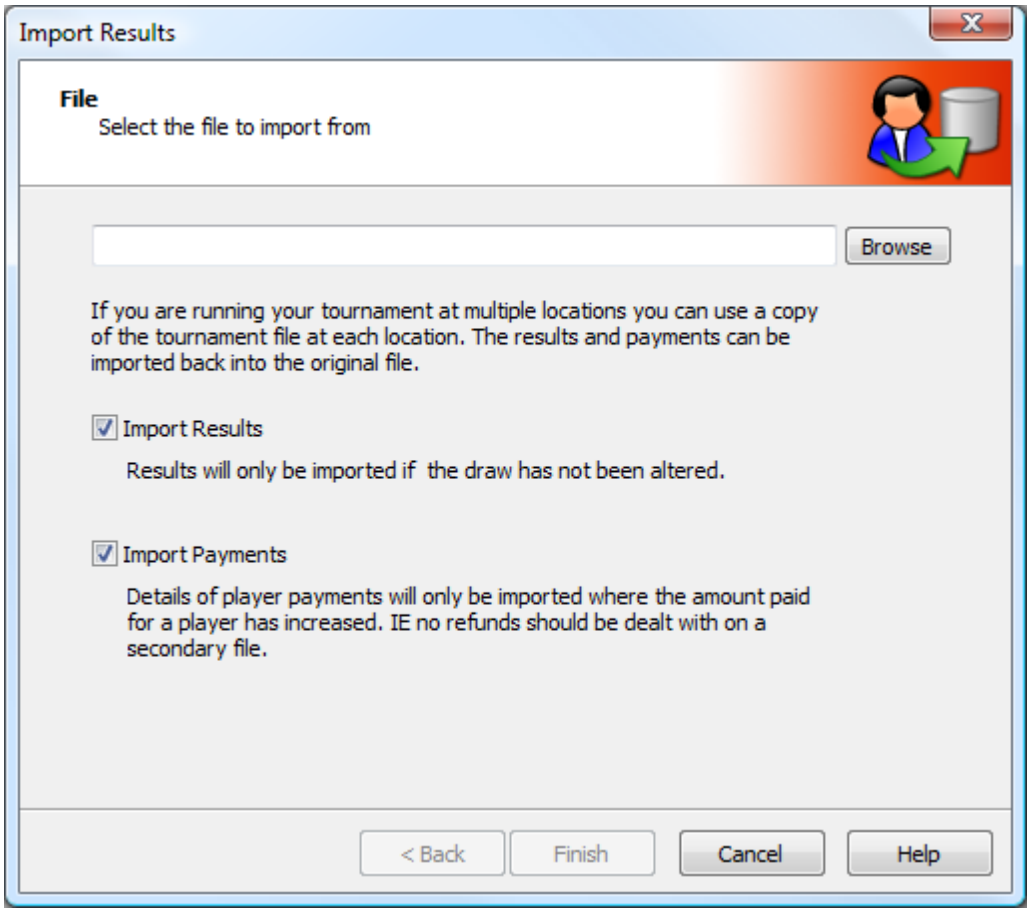
In practice
When the tournament is set up you need to make a backup of the tournament for every location.



Every location works with a backup of the original tournament file and only processes the results for that location.
On an arranged moment the different locations email their tournament file with the processed results to the tournament director. The tournament director can now import the results into the original tournament file:



Browse to the emailed tournament file and click on finish. You need to repeat this action for every location.



When every location is imported into the original tournament file the tournament is up to date. For the second play round you need to repeat the above described actions starting with making a backup for every location.

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